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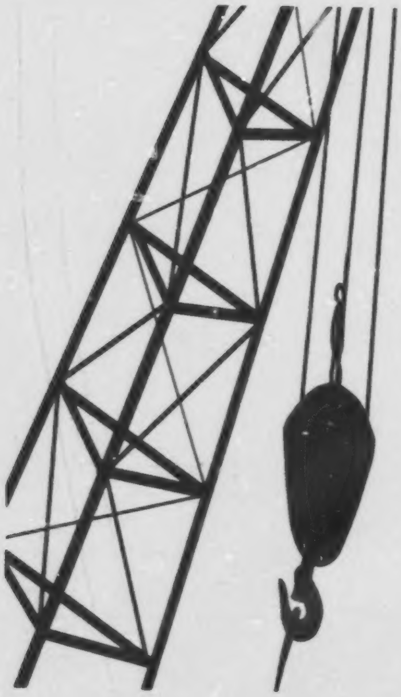
Department of
Veterans Affairs

Handbook for Resident Engineers



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August 20, 1990
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Office of Facilities
Washington DC 20420

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FOREWORD

This handbook is published for use by resident engineers in supervising Department of Veterans Affairs (VA) construction projects accomplished under formal contracts. It should help you do an even better job in staying organized and understanding all the "rules."

For purposes of this handbook, the Department of Veterans Affairs employee assigned to supervise a construction project is considered to be a resident engineer. He/she will study the established procedures and follow them in the execution of assigned duties. In order that this handbook may be of maximum usefulness, resident engineers are encouraged to submit suggested improvements or written comments concerning any difficulties encountered. When an Office of Facililties resident engineer is not assigned, the Department of Veterans Affairs Medical Center will supervise construction work. The VAMC will be guided by the provisions of this handbook and Department of Veterans Affairs Manual MP-3, Part I, and Department of Veterans Affairs Acquisition Regulations. All comments and inquiries regarding this handbook should be addressed to:

Deputy Assistant Secretary for Facilities (08)
Department of Veterans Affairs
810 Vermont Avenue, NW
Washington, DC 20420

Forms mentioned in this handbook, that carry Department of Veterans Affairs or standard form number designations, are available through normal requisitioning channels unless otherwise specified. Please submit to central office for approval any forms or charts designed at field level which may improve procedures described in this handbook. The use of new forms without prior approval is prohibited.

Recipients of this handbook are responsible for keeping it current.

Lester M. Hunkele, III
Deputy Assistant Secretary
for Facilities

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GLOSSARY

A/E	ARCHITECT/ENGINEER FIRM that has prepared the construction documents for a project or projects and has specific duties and responsibilities during construction.
A&MMS	ACQUISITION AND MATERIAL MANAGEMENT SERVICE at the medical center level
APM	AREA PROJECT MANAGER
NCS	NATIONAL CEMETERY SYSTEM
PM	PROJECT MANAGER
RE	RESIDENT ENGINEER. For the purpose of this handbook, the term RE could either be a senior resident engineer, a staff resident engineer, a trainee, or station engineer.
SRE	SENIOR RESIDENT ENGINEER. The term senior resident engineer identifies the resident engineer who is the supervisor of the office, is responsible for all construction contracts at a medical center, and is the primary representative of the Office of Facilities contracting office.
VA	DEPARTMENT OF VETERANS AFFAIRS
VAAR	DEPARTMENT OF VETERANS AFFAIRS ACQUISITION REGULATION
VACO	DEPARTMENT OF VETERANS AFFAIRS CENTRAL OFFICE
VAMC	DEPARTMENT OF VETERANS AFFAIRS MEDICAL CENTER is the administrative facility for a resident engineer office.
VBA	VETERANS BENEFIT ADMINISTRATION
VHS&RA	VETERANS HEALTH SERVICE AND RESEARCH ADMINISTRATION

CHAPTER 1. OFFICE ORGANIZATION AND PROCEDURES

1. PURPOSE AND SCOPE OF HANDBOOK

a. This handbook is to be used by resident engineers (REs) in the supervision of Department of Veterans Affairs (VA) construction projects. It is designed to guide the RE, but is not to be used to supplement or change the requirements of actual construction contracts.

b. Procedures and instructions in Chapter 1 have general applications to all construction projects. Chapter 2 applies to the supervision of contracts on projects accomplished in their entirety by formal contracts. Examples and specific instructions for completing forms are provided in the illustration section.

c. VA policy and procedures are published in manuals, technical bulletins, and other administrative issues, under direction of the Secretary of Veterans Affairs. This handbook presents a comprehensive guide to policies and procedures relating to duties of the RE. However, it is to be understood that policies and procedures issued by higher authority take precedence over any instructions contained herein. In case of doubt, the RE should refer the question to the Director, Resident Engineer Staff.

2. ORGANIZATION OF THE OFFICE OF FACILITIES

a. The Office of Facilities (O/F) is responsible for the overall department's capital facilities and real property programs. Included in these programs are the following responsibilities:

(1) The preparation and implementation of facility development plans for all Department of Veterans Affairs Medical Centers (VAMCs).

(2) The planning, design, and construction of all major, minor, minor miscellaneous and nonrecurring maintenance (NRM) projects in support of all VA department and staff office needs. In general, minor, minor miscellaneous, and NRM projects will be delegated by the O/F to the VAMCs for accomplishment in accordance with O/F management guidelines and oversight. Selected major projects also may be delegated to the VAMCs.

(3) The responsibility for all leasing, work space management, and real property management (e.g. land acquisitions/disposals, land utilization surveys, environmental compliance, and historic preservation).

(4) The provision of policy guidance to the Medical Centers' Engineering Services.

b. The programs of the O/F are the responsibility of the Deputy Assistant Secretary for Facilities. In the overall organization, the RE is assigned to the Area Project Manager (APM) of that area in which the project is located. (See figure 1-1.)

c. Office of Project Management

The Office of Project Management is responsible for the management of construction projects from their identification on the Advance Planning Fund (APF) list through the design and construction phases. These responsibilities will be the direct duty of the four APMs' offices. In addition to the four APMs, this office also includes the Contract Administration Staff, Critical Path Method Staff, Architect/Engineer Evaluation Staff, the Resident Engineer Staff, and all resident engineers and clerical assistants. The REs' primary contacts will be within this office.

(1) Area Project Manager

The APM serves as the contracting officer for all architect/engineer (A/E), construction, and construction consulting contracts assigned to him/her. On projects delegated to the VAMCs for accomplishment, the Chief, Acquisition and Materiel Management Service (A&MMS), at the VAMC or his/her designee serves as the contracting officer. The APMs' duties include, but are not limited to: ensuring contract compliance; providing overall construction administration and oversight; supervising the daily activities of assigned project managers (PMs); coordinating the requirements for technical service support; managing projects from the approval of the APF list through financial completion; providing technical services for accomplishment of projects on a timely basis; keeping projects on schedule and within estimates or budgeted cost; ensuring that established levels of quality are attained and standards are met; evaluating REs' performances; providing RE supervision; and coordinating and communicating with Veterans Health Services and Research Administration (VHS&RA), Veterans Benefits Administration (VBA), National Cemetery System (NCS), and other staff offices.

(a) The APM is assisted by a deputy area project manager. The deputy area project managers will evaluate the job performance of all senior resident engineers (SREs) under their jurisdiction as the immediate supervisor and will complete necessary evaluations for Performance Management System (PMS) and Performance Management Recognition System (PMRS).

(b) Each VA facility is assigned the services of a specific PM who will be the direct representative of the APM and is accountable for the progress of projects at each assigned VA facility. The PM is responsible for: gaining information from the VA facility; providing liaison with the VA facility; managing all design and construction activities at the VA facility, including timely problem resolution; and, providing assistance to REs in meeting their needs for Department of Veterans Affairs Central Office (VACO) level action.

(c) The RE is the Government's representative at the project site and is responsible for administrating the contract, inspecting the work, protecting the Government's interests and ensuring minimal interference with the operation of the VA facility during the execution of the contract work. The RE represents the contracting officer and is responsible for obtaining compliance with contract requirements and for ensuring that the finest, quality construction is provided within those requirements. The RE will assist the contractor in performing the work within the contract requirements and will coordinate work between contractors and operating staffs of the VA facility. In general, the RE will give assistance in promoting the progress of the construction contract without assuming the responsibilities of the contractor. The RE who is responsible for the project is titled SRE. The SRE is not only responsible for the construction contract but also is the first line supervisor at the site and will assign and evaluate the work of the staff.

(2) Contract Administration Staff

This staff is responsible for the preparation of legally enforceable contracts which meet procurement requirements in support of the contracting officers in the Office of Project Management. Responsibilities of this office include: compiling and reviewing contractual requirements; reviewing contracts for general sufficiency before General Counsel's review; providing utilities contracting support; providing assistance on construction labor standards questions; processing contract payments and maintaining records of contract payments.

(3) Critical Path Method Staff

This staff reviews the project phasing for construction projects during design development and construction documents preparation and also identifies the proposed contract duration for each construction project. The staff reviews and assists in identifying the impact on construction caused by the project phasing plan. Responsibilities of this office include: develop and review detailed critical path schedules for construction projects; review and process monthly progress payments and reports (look ahead, I-J, etc.); review contractors time extension analyses, perform independent time extension analyses and review schedule logic changes; and, develop scheduling data and analyses to defend the Government during the litigation of contract disputes.

(4) Architect-Engineer Evaluation Staff

The A/E Evaluation Staff has two principal functions: (1) management of the A/E selection process for major appropriation projects nationwide to ensure compliance with applicable laws and regulations; and, (2) maintenance of firms' past VA performance ratings files for use in future selection processes.

(a) Management of the selection process involves: compiling and maintaining a library of qualification data on over 8,000 prospective applicants; publicly announcing all requirements for A/E services; establishing ad hoc selection boards for each project; evaluating all applicants' submitted current statements of qualifications and performance data on file; conducting interviews with no less than three applicant firms for each project; recommending ranking of interviewed firms in order of preference for each project; and, debriefing of unsuccessful applicants upon request.

(b) Maintenance of the A/E past performance files involves: formally requesting A/E performance evaluations from all involved technical services at the end of both the design development and construction document preparation phases of each project and from the SRE at the end of the construction phase of each project; requesting the PM to prepare a composite evaluation and to notify the A/E of such composite evaluation at the end of each above phase of each project; and, maintaining the files of these evaluations by firm name for the boards' consideration in future selection processes. Since these evaluations are used in future selection processes, they must be both fair and thorough. In addition to checking the applicable boxes on the evaluation forms, written descriptions of strengths and weaknesses must also be provided on the firms.

(5) Resident Engineer Staff

The Director, Resident Engineer Staff, is responsible for maintaining an adequate staff of REs to meet the needs of the VA construction program and for providing administrative support to the REs. The responsibilities of the Director, Resident Engineer Staff, include: projecting RE staffing needs; propose RE staffing of the various projects; maintain a viable RE training and safety program; maintain the handbook for REs (H-08-2); advise REs of new or revised policy; and serve as the point of contact for the REs on all non-contractual administrative matters including travel, timecards, training, salary checks, leave, etc. The Director, Resident Engineer Staff and APMs will coordinate all administrative matters relating to the RE program including budget, travel, leave, performance awards, promotions, disciplinary actions, and other issues. Together they will coordinate staffing needs, initiate necessary recruitment efforts, and determine personnel actions for individual REs.

d. Support/Staff Elements (Office of the Deputy Assistant Secretary for Facilities) Four staff offices provide services to all O/F offices and liaison with the field facilities as follows:

(1) Management and Budget Staff serves as principal advisor to the Deputy Assistant Secretary for Facilities on budget, management, personnel, and administrative matters.

(2) Information Systems Support Staff has responsibility to support O/F in the full range of Automatic Data Processing (ADP) applications - administrative, management, and technical.

(3) Real Property Management Staff is responsible for the formal surveys, disposal, acquisition, and leasing processes of real property in accordance with appropriate procurement requirements.

(4) Facility Engineering Service

(a) Each VAMC has an engineering service which is responsible for maintaining and improving the operation of the physical structures, building systems, and equipment through both recurring and nonrecurring maintenance and repair programs, as well as minor improvement programs. In addition, frequently the engineering office will assist the other departments and staff offices on their construction projects. Office of Facilities, Facility Engineering Service (085) will support these functions and will: develop engineering policy and guidance for field facilities; recruit and recommend field facility engineers for assignment; administer the Field Facility Engineering Office Training

Program; provide liaison with field facility engineers for the resolution of operational problems; provide VACO level biomedical engineering professional support and program development; provide VACO level fire engineering professional support and program development; provide programmatic and technical supervision of the Engineering Training Center and the Engineering Service Center. Normally the RE for the most minor and minor miscellaneous projects is a member of the VAMC Engineering Staff. The policy guidance differs for this situation and will be addressed in the Engineering Handbook and later chapters.

(b) The Hazardous Materials Management Division (HMMD) (085E) manages the O/Fs' environmental program. HMMD, part of the Facilities Engineering Service, deals with the VA's management of hazardous materials such as asbestos, radon, PCBs, and medical waste. HMMD also deals with more traditional environmental areas such as drinking water quality, waste water management, radiological health, and solid waste management. A significant portion of HMMD's program provides environmental program guidance and technical assistance to VA field facilities. REs are encouraged to call HMMD should they need assistance or have questions regarding environmental issues or programs.

d. Office of Planning and Development

The Office of Planning and Development provides leadership in the formation of policies, processes, and procedures regarding the planning to meet the facility needs of the VA health care facilities, as well as other agency facility needs. This office is composed of and will direct the activities of the seven Facility Planning Regions, the Program Coordination Staff, the Criteria and Planning Support Staff, and the Historical Preservation Staff.

e. Office of Architecture and Engineering

The Office of Architecture and Engineering provides architectural, engineering, and cost estimating services during all phases of a project from planning through construction. The services provide and include technical support for the contracting officers and medical centers; interpretation of contract documents when requested; and update of VA design standards and master specifications. The staff is available, through channels, to REs and VAMC engineers for consultation and technical advice.

3. ASSIGNMENTS

a. O/F REs are recommended for specific projects by a board consisting of APMs and the Director, Resident Engineer Staff and approved by the Director, Office of Project Management. In some cases, REs may be assigned to major projects that have been delegated to the facility for accomplishment. In these instances, the RE will be assigned to the VA facility director who will be the first line supervisor. The APM who has responsibility for that VA facility will be the second line supervisor. The Deputy Assistant Secretary for Facilities will establish such standards and provide such professional assistance as may be necessary to guide the VA facility in the planning or construction of delegated projects.

b. Upon arrival at the new duty station, the SRE will pay a courtesy call to the VA facility director and telephone the APM and the Director, Resident Engineer Staff, and advise each how to contact the RE. It is the responsibility of REs to keep these offices informed of any changes in addresses and telephone numbers.

c. The SRE will assign general responsibilities to members of his/her staff. The general assignments are to be kept current and provided to each RE in the office. More specific duties are assigned by the SRE as necessary. A copy of the assignment memorandum is to be sent to the Director, Resident Engineer Staff and to the PM. (See figure 1-2.) The assignments are to be reviewed periodically and changes of assignments are to be made in keeping with the progress of the work. When feasible, assignments to trainees should be rotated quarterly to foster multidisciplinary development of the trainee.

4. RESIDENT ENGINEER'S OFFICE

a. During the design stages of a project, the PM arranges for appropriate RE office space. At existing VA facilities, effort will be made to utilize existing space. If space is not available, the contract documents will require the contractor to provide for space and office furniture. Arrangements for office equipment are usually made by the Director, Resident Engineer Staff, if it is not available from the administrative facility. See paragraph 8, Office Supplies, Furniture, and Equipment.

b. At new installations, provision for construction of RE offices may be included as part of the construction contract. The RE will confer with the contractor as to the desired location so that the office may be constructed as soon as possible. Where the contract does not provide for construction of a RE office and no suitable existing facilities are available, a mobile field office may be utilized. The APM may authorize the use of project funds to purchase, rent, or relocate a mobile field office from another site and to provide the necessary utility connections, repairs, safety features, etc.

c. On all projects, an allotment for office expenses is made under account 9900, General Administration, to the designated administrative VAMC to cover salaries of clerical help and other office expenses of the RE. No money from this allotment may be spent without the authorization of the SRE. A requisition for labor or material, using VA Form 2237, constitutes such authorization. All services or materials requisitioned, e.g., telephone, utilities, cleaning, built-in shelving or plan racks, safety equipment, and other administrative costs, etc., must be necessary for operation of the office. No items should be paid for with office expense monies if they are included in the contract or are to be paid for by other allotments. All purchases over $100 for reference books or manuals must be approved by the Director, Resident Engineer Staff office. The SRE will maintain and keep current a record of expenditure for all office expenses. A quarterly report of these expenditures will be sent to the Director, Resident Engineer Staff (087H). (See figure 1-3.)

5. CLERICAL ASSISTANT

a. Timely acquisition of competent clerical assistance is essential for effective administration of the RE's office. The designated SRE should ensure that the position is authorized in time to ensure the availability of clerical assistance by the time the contract Notice to Proceed is issued.

b. The SRE is normally contacted by the Director, Resident Engineer Staff, when the construction contract solicitation is issued, to discuss the clerical needs of the project and the availability of clerical assistance at the facility. As a result of this discussion, Office of Personnel Management (OPM) Standard Form 52 (Request for Personnel Action) will be initiated by the Director, Resident Engineer Staff, to authorize a specific position and grade. The SRE should follow-up on this action to arrange interviews with applicants, through Personnel Service at the VAMC, at the SRE's earliest visit to the facility. This will generally be in conjunction with another visit (the pre-bid conference, house hunting trip, etc).

c. Any clerical assistant so authorized must be employed under prevailing civil service and personnel office regulations. Except when the Chief, Personnel Service, delegates the recruitment of clerical assistance to the RE, he/she shall make no commitment concerning employment to any applicant. Normally all applicants for employment shall be referred to the VAMC Personnel Service. The RE may advise applicants of the civil service regulations and furnish them with an SF-171, Personal Qualifications Statement to complete. The RE will interview applicants for a position upon referral from the VAMC Personnel Service and inform them of the duties and responsibilities of the position. While it is recognized that the RE has the right of, and responsibility for, selection of the clerical assistant, the applicant's appointment must be processed through the VAMC Personnel Service.

d. Clerical assistant positions will normally be filled on either a term or temporary position at the GS-3 through GS-6 level, not to exceed the estimated duration of the project. The position may be extended to coincide with the needs of the project. The position will normally be terminated 30 days after final inspection.

e. The clerical assistant works for the SRE; therefore, the SRE approves all leave, overtime and recommends all awards and promotions to the Director, Resident Engineer Staff.

f. Clerical Assistant's Time and Attendance Reports (VA Form 4-5631) are processed through the VAMC Fiscal Service.

g. The Director, Resident Engineer Staff, will be kept informed of all personnel matters ranging from desired clerical assistance to recommended separations. When personnel actions for hiring are completed, the name, grade, title, and date of the action will be telephoned in and followed up by a copy of the completed OPM Standard Form 52 (Request for Personnel Action) to the Director, Resident Engineer Staff. It should be noted that all personnel actions, OPM Standard Form 52, can only be signed by the Director, Office of Project Management.

6. OFFICE PROCEDURE: CORRESPONDENCE

a. The subject of a letter or memorandum shall contain a brief description of the letter, the project title, the contract number, the project number, and the project location. References to specifications will state the section and paragraph number. (See figure 1-4.)

b. Requests for a contracting officer's interpretation of the contract documents will be supported by the A/E's interpretation, the contractor's interpretation, all pertinent factual information, and the RE's interpretation and recommendation.

c. Correspondence affecting the project and requiring action by the contracting officer, contractor, or other, which is not acted upon within a reasonable time (such as seven to ten days) will be followed up by further correspondence to avoid undue delays. Normally, correspondence with the contractor is carried on with the prime contractor only. Occasionally, due to common courtesy or a specific request by the prime contractor, a direct reply to subcontractors, vendors, etc., is in order. When this is the case, a copy of the letter to the subcontractor should be forwarded to the prime contractor. Direct inquiries received without the prime contractor's approval will be sent to the prime contractor and the correspondent will be notified accordingly.

d. Letters of application for employment at new facilities, letters concerning surplus Government property or communications of interest to local VA officials will be referred to the medical center director for reply. If the construction project is a new medical center, the RE will refer such letters to the administrative VAMC. Applications for the position of RE will be forwarded to the Director, Resident Engineer Staff along with, if possible, an Interview Rating Scale form VA 5-3884. (See figure 1-5.)

e. Information regarding writing style, letter format, and mailing procedures is provided in detail in chapter 10, "Correspondence," VA Manual MP-1, Part II and Appendix C. A copy of Appendix C should be obtained from the administrative VAMC. Note that all correspondence originating in the RE's office will be prepared for the signature of the SRE. In the absence of the SRE, the acting SRE will sign for him/her.

f. Reading file: Copies of all outgoing correspondence will be circulated in a reading file to all staff members on a weekly basis.

7. OFFICE PROCEDURE: FILING

a. Files pertaining to contract work will be kept up to date at all times. Field records will be maintained in such a manner that they will permit immediate location of desired correspondence or documents by newly assigned personnel or supervisors. The established system of filing will follow the format (see figure 1-6) but should be modified to suit the project and be coordinated to assure consistency with the PM's construction contract file.

b. Each general section will be headed by a comprehensive index indicating the subject matter of each folder. The SRE will furnish the APM a copy of this index and any changes to it. Each folder will be appropriately labeled.

c. Correspondence in each folder will be filed according to dates on the letterheads, with the latest date on top. When replies are received to letters initiated in the field office, both the letters and the replies should be cross-referenced (replies will normally refer to preceding correspondence).

d. Shop drawings, brochures, etc., may be filed in separate folders under numbers corresponding to the file numbers assigned in accordance with the A/E contract. These will relate to subject file numbers. This file section will be headed by a file 12B containing the list of approvals and rejections.

e. Resident Engineer Management System (REMS)

The Resident Engineer Management System (REMS) provides word processing and data base management functions for the clerical assistant and REs use. The system software contains a number of tables which assist the RE in monitoring the status of such things as: contingencies; change orders and supplemental agreements; RFIs; etc. It also provides an electronic mail link with central office. The system is in a process of continuing development, and the REMS Handbook should be consulted for detailed instructions on its use.

8. OFFICE SUPPLIES, FURNITURE, AND EQUIPMENT

a. At new medical center sites, initial supplies, furniture, and equipment will be obtained from the designated administrative VAMC in the same manner as that provided for projects at existing facilities. At existing VAMCs, office supplies, furniture, and equipment should be requested from the VAMC. If they are unable to provide furniture or office equipment, such as typewriters, adding machines, calculators, etc., these items will be requested from the Director, Resident Engineer Staff, who will either transfer equipment from another project or authorize the purchase of the equipment from the office expense account. No purchases of furniture or equipment such as radios, pagers, cameras, or hand-held calculators are to be made without the specific approval of the Director, Resident Engineer Staff. The purchase of routine office supplies, safety equipment, necessary utilities, etc., requires no authorization. Upon completion of the project, all equipment purchased with project funds will be turned in to the facility for storage pending shipping instructions by the Director, Resident Engineer Staff. Government-owned equipment will be moved from facility to facility by Government Bill of Lading and accountability transferred to the receiving station. The RE will not transport such equipment by privately owned automobile unless authorized by the Director, Resident Engineer Staff.

b. Requisitioning of furniture, equipment, and supplies will conform to the practice prescribed by the A&MMS, at the VAMC. This applies even when the material requested must be obtained from the forms supply depot. When the SRE is authorized to purchase equipment through the VAMC A&MMS, he/she will promptly furnish the Director, Resident Engineer Staff, with a full description of the equipment to include quantity, type, make, model, serial number, and exact cost.

c. Vehicles for use by the REs are provided only on those projects where mail and express deliveries to the site are not available or where the vehicles are needed for proper job supervision. If vehicles are required, the RE will initiate the request stating the justification and indicating the type of vehicles needed and the duration of probable need. Requests for vehicles will be submitted to the Director, Resident Engineer Staff. Where vehicles are provided, the RE will comply with all local, state, and federal operating requirements. Use of such vehicles (or of any Government equipment) for private purposes is forbidden. Disciplinary action, including possible claims against Government employees in their individual capacity, will be taken on violations of regulations concerning misuse or unauthorized use of such vehicles or equipment. The VAMC will be consulted for applicable regulations pertaining to the use of Government-owned vehicles such as those rented from General Services Administration (GSA).

d. Requests for facsimile transmission equipment (telecopiers), when such equipment is not available at the facility, will be made to the Director, Resident Engineer Staff. Requests should be made 60 days in advance of need to assure timely installation. This equipment should be requested to transmit documents, drawings, etc., which cannot be adequately handled through other expeditious means (i.e., teletype, telephone, mail, etc.). The equipment will be purchased out of the office expense account as outlined in Paragraph "Office Supplies, Furniture, and Equipment."

e. Rentals of controlled equipment, such as photocopiers, must be approved by Director, Resident Engineer Staff.

f. Maintenance contracts for O/F owned equipment may be undertaken at the discretion of the SRE and with the concurrence of the Director, Resident Engineer Staff.

g. Telephone service which includes FTS and an outside line is considered essential in order to assure open communication with central office, A/E, contractor, etc. Two FTS lines and one commercial line are recommended for each RE office. An additional FTS or VADTS line should be added for REMS equipment. Accordingly, REs are encouraged to assure this level of telephone service within their office.

h. Government forms which may be required on major construction projects are listed in the Clerical Assistants Handbook (H-08-15). The quantities of forms, letterheads, and envelopes will be carefully evaluated for the initial supply. These items should be obtained from A&MMS of the administrative VAMC. However, those not in stock may be obtained by sending a completed VA Form 3-3242, Forms and Publications Requisition and Shipping Document, to A&MMS at the administrative VAMC.

9. SALARIES

a. Salaries - Pay periods of VA employees are computed on a two-week basis and payments for services are made by checks that are prepared after the pay period ends. Payments are based on the employee's time in pay status as reported on Time and Attendance Reports (VA Form 4-5631) prepared in central office for REs and forwarded by teletype to the VA Finance Center at Austin, Texas. Checks are mailed from the Treasury Department in Austin, Texas to the address officially requested by the employee. Prior to leaving the old duty station or immediately after arrival at a new assignment, the RE should submit a completed VA Form 1301a, Request for Delivery of Salary Check, indicating thereon the address where the checks should be sent.

b. Within-grade salary raises are made at completion of the periods prescribed by law and no action by an employee is necessary to initiate these raises provided employees have fully successful performance evaluations. Delays in receipt of the within-grade should be checked on immediately.

c. Career promotions from one grade to the next higher grade are not automatic, but are contingent upon the individual's demonstrated ability to perform higher grade duties to the satisfaction of the SRE; the availability of work at the next higher grade; and the individual meeting minimum qualification and time in grade requirements.

d. Performance awards and quality step increases (QSI) for PMS and PMRS employees should be initiated by the SRE and must be based on the employee's annual performance rating of record. (NOTE: Only PMS employees are eligible for QSI's). PMRS employees who receive Outstanding ratings must receive at least a 2 percent performance award based on that rating.

e. "Overtime" refers to officially ordered or approved work which is in excess of 8 hours in a day or in excess of 40 hours in a weekly tour of duty. Generally overtime entitles an employee to either overtime pay or compensatory time. If the employee has a rate of basic compensation that is not in excess of the maximum scheduled rate for grade GS-10, overtime pay will be granted, unless the employee specificially requests compensatory time. If the employee has a rate of basic compensation that exceeds the maximum scheduled rate for grade GS-10, compensatory time will generally be authorized, instead of overtime pay.

Overtime pay is generally at the rate of one and one half times the hourly rate of basic pay. However, there is an overtime pay cap which prevents the overtime rate from exceeding one and one half times the minimum rate of GS-10. The amount paid will depend on the employee's basic salary and on the pay cap currently in effect. Information on the overtime rate which applies may be obtained from the Fiscal Service at any VAMC or from the timekeeper in the office of the Director, Resident Engineer Staff.

f. Compensatory time is time off from the regular tour of duty. It is granted in lieu of overtime pay and is equal to the amount of time spent in irregular or occasional overtime work. Compensatory time may be used similar to annual leave; however, it must be used no later than the end of the seventh pay period following the pay period in which it was earned. If it is not used by the end of the seventh pay period due to personal reasons, entitlement to it will be lost. If it cannot be used due to exigencies of service, the office of the Director, Resident Engineer Staff should be contacted for guidance. Compensatory time which has been earned or used during the pay period will be listed on the biweekly earnings and leave statement. It is suggested that each earnings and leave statement be reviewed after receipt to make sure information is correct.

g. Holiday pay is double pay for all hours actually worked on a holiday, not to exceed eight hours. If an employee is required to work on a holiday on a regular eight hour tour of duty, he/she may not be granted compensatory time in lieu of payment, but must be paid holiday pay.

h. Overtime, compensatory time, and holiday work must receive prior approval from the Director, Resident Engineer Staff. When it is anticipated such extra work will be required, approval will be requested by telephone first and followed up by a written request. When overtime and compensatory time is worked, notify the Director, Resident Engineer Staff, at the start of the following workday morning to confirm actual hours worked. When the need for sustained overtime or compensatory time is evident, the SRE should assess the amount of time which will be required and request the anticipated overtime in writing prior to the start of each pay period. If the SRE cannot reach central office by telephone, and it is imperative that one or more REs work overtime, he/she can approve it. However, as soon as possible, the Director, Resident Engineer Staff should be notified of the hours worked and the justification for the overtime.

10. TIME AND ATTENDANCE REPORTS, REPORTING PROCEDURES, AND WORK HOURS

a. The clerical assistant or secretary at each construction site is the designated timekeeper, is responsible for the proper preparation of the Time and Attendance Reports and is responsible for assuring their accuracy. Regulations covering entries on the report are covered in VA Manual MP-6, Part V, which is available for reference purposes at the nearest VA installation. There is no "Flex-Time Schedule" for the RE staff; however, their duty hours may vary due to the contractor's work hours changing and the necessity for the RE staff to be on the job site anytime the contractor's crews are working. The following paragraphs concern the procedures covered by provisions of the manual as it applies to O/F REs. See paragraph 5, Clerical Assistant, for reporting requirements for clerical positions. Only VA Form 4-5631 will be used for reporting time and attendance. (See figure 1-7.)

b. Time and Attendance Reports will be addressed to:

Director, Resident Engineer Staff (087H)
Office of Facilities
Department of Veterans Affairs
810 Vermont Avenue, NW
Washington, DC 20420.

c. Offices without electronic mail capabilities will submit reports in sufficient time to reach the Director, Resident Engineer Staff, before close of business on Wednesday of the second week of the pay period (allowance must be made for time required for mail delivery and for routing of reports through the mail rooms of VACO). If any RE is absent on the day reports are mailed and his/her signature cannot be obtained, the report should be completed by the person in charge and forwarded with the other reports (with a notation that employee is not available for signature). Under no circumstances may another person sign a report for an absentee. If there is a change in leave status or if overtime or compensatory time has been worked after the attendance report has been mailed, please notify the Director, Resident Engineer Staff, before noon Washington time on Friday morning of the second week of the pay period by telephone. Do not use teletype messages.

d. Offices with electronic mail will transmit attendance report data in the following format (see fig. 1-8):

(1) Pay period no., start and end dates of pay periods.

(2) List all resident engineers (REs) in alphabetical order by last name. (Last name, first name, middle initial.)

(3) Tour of duty for each RE.

(4) If RE took no leave - state "regular timecard."

(5) If an RE took leave, state the leave in the following order: A/L, S/L, comp time (C/L), or military leave (M/L). (It is required to submit two copies of military orders to 087H.) Then list the number of hours taken if less than eight (8) hours. List the date (all dates must be listed in numerical order, and by month-date-year). You must list the time the RE left the office and the time the RE returned or the time the RE's shift ended.

(6) To list comp time,, holiday time (H/T), or overtime earned; list the date, the number of hours earned, and the time you worked.

e. Procedures for reporting attendance report data is as follows:

(1) The last Wednesday of the pay period the timekeeper will send, to a special printer in the office of the Director, Resident Engineer Staff, the necessary timecard information. On Thursday, a check will be made for transmissions from all stations that are on electronic mail and if transmissions are missing, telephone calls will be made. The special printer will be operational from 7:00 a.m. EST on Monday to 4:00 p.m. EST Friday.

(2) The responsibility of reporting the timecard data lies with the field. It will also be their responsibility to report the data on the day specified. Once done, the responsibility is then shifted to central office (087H), and it is their responsibility to make sure the data received is then entered on the timecards.

(3) Any changes to the timecards that occur after the data is transmitted on Wednesday, will be reported by electronic mail no later than 8:30 a.m. field time on Friday morning (see figure 1-8). A "read receipt" must be required to know that the transmission was received. This should be verified no later than one hour after the message was sent.

(4) Standard timecards (VA Form 4-5631) will still be required to be kept accurately and filled in daily at the job site. However, the timecards

will remain at the job site until the end of the pay period and then be sent to the Director, Resident Engineer Staff showing all the information that was sent in by electronic mail.

f. The Director, Resident Engineer Staff, must know in advance if any overtime work is contemplated for the second Friday and/or Saturday of a pay period so that the timekeeper in central office can hold out the timecards affected until Monday morning, when the definite hours of overtime worked will be available and the timekeeper can post the exact hours worked. It is important that the central office timekeeper be made aware of the need to hold out a certain employee's timecard before Friday noon when timecards must be turned in.

g. The RE in charge shall report to Director, Resident Engineer Staff, any changes in the working hours or working week a contractor elects to use on his project, which differ from the REs' normal duty hours. The SREs are authorized to establish hours of duty for themselves and their assistants, which will provide such coverage of the contractor's working force as may be necessary. The days may start early for some and end late for others. No delay in the contractor's work is to be permitted because of lack of needed inspection prior to the start of that work. If the contractor schedules certain activities during normal off-duty hours, and it is considered necessary by the RE in charge to supervise such work in order to protect the interests of the Government, the SRE may obtain approval for overtime and direct the staff to perform such supervision on overtime or compensatory time as outlined in preceding subparagraphs. If the number of REs assigned to a project are too few and any needed job coverage is impossible without paid overtime work, a request should be submitted to Director, Resident Engineer Staff, for additional assistance or for permission to work paid overtime. The request should be in detail, indicating the type of work scheduled, the hours of work contemplated, number of workmen involved, the probable duration of the overtime period, and the number of REs required to work overtime. Where more than one RE is assigned to a project site, the working of compensatory time or overtime should be rotated so that all REs assigned to that project will perform their fair share of such extra duty.

11. LEAVE FOR FULL-TIME EMPLOYEES

a. SREs in charge of a project must consider current and anticipated workload before requesting annual leave or granting it to their employees. Before leave is approved, it is the responsibility of the appropriate leave approving official to determine that an employee's services will not be needed in performing his/her prescribed duties, or, in the case of SREs, that suitable arrangements have been made for supervising the project. All leave for REs must be approved prior to the employee going on leave.

b. All SREs should assure that timekeepers make appropriate daily entries on Time and Attendance Reports. In addition to leave used, entries must include overtime worked and compensatory time used.

c. Employees may use accrued sick leave when incapacitated by illness or injury, or when receiving medical, dental, or optical treatment. In addition, sick leave may be granted when an employee is caring for a family member afflicted with a contagious disease, or when the employee's exposure to a contagious disease may jeopardize the health of other persons at the work place. Requests for sick leave of more than three days must be supported by satisfactory evidence of the need for sick leave during the period of absence. For further information, check with the servicing Personnel Office, or consult MP-5, Part I, Chapter 630.

d. Annual leave that accrues during a reporting period is to be credited for each applicable group as follows: Group 1 (less than 3 years of Government service) - 4 hours per pay period; Group 2 (3 through 14 years) - 6 hours per pay period (10 hours for the last full pay period in calendar year); Group 3 (15 years and over) - 8 hours per pay period. Employees will be notified by central office regarding the effective date of change from one group to another. All full-time employees earn 4 hours sick leave each full pay period. Neither annual nor sick leave can be earned or credited for less than a full pay period of service. All O/F employees, except those in the Senior Executive Service, may take annual and sick leave in increments of 15 minutes in which case fraction hours of 15 minutes may be posted.

(1) All leave (Annual, Sick, or Compensatory Time), even if it is only fifteen minutes, will require an SF-71, Application for Leave, signed by the person taking leave (no one else can sign for them). (See figure 1-9.) Initials on the time and attendance report are not acceptable. When the SF-71 requires approval of the Director, Resident Engineer Staff, (See Leave Chart) the original and one copy will be forwarded. The carbon copy will be returned to the RE after it is approved. When the SRE approves leave for the staff REs, only the original of the SF-71 need be forwarded to the Director, Resident Engineer Staff.

(2) LEAVE CHART

POSITION	HRS/DAYS	APPROVING OFFICIAL	SF-71 REQUIRED	TYPE LEAVE
RESIDENT ENG.	3 DAYS OR LESS	SENIOR RESIDENT ENG.	YES	ANNUAL, SICK COMPENSATORY
RESIDENT ENG.	OVER 3 DAYS	DIRECTOR 087H	YES *	ANNUAL, SICK COMPENSATORY
SECRETARY OR CLERICAL ASSIST.	ALL	SENIOR RESIDENT ENG.	OVER 3 DAYS	ANNUAL, SICK, COMPENSATORY
SENIOR RESIDENT ENG.	LESS THAN 1 DAY	DIRECTOR 087H	YES	ANNUAL, SICK, COMPENSATORY
SENIOR RESIDENT ENG.	1 DAY OR MORE	DIRECTOR 087H	YES **	ANNUAL, SICK, COMPENSATORY

* SENIOR RESIDENT ENGINEER WILL NOTE APPROVAL IN BLOCK 6 ON SF-71

** NOTE IN BLOCK 6, SF-71, THAT "PM HAS BEEN NOTIFIED AND CONCURS"

(3) On projects supervised by a single RE, applications for leave submitted by the RE in charge of a project must be accompanied by a letter of transmittal which outlines the arrangements made for supervision of the project during the leave period. The PM should be informed and concur any time the SRE is on leave a day or more.

(4) When a SRE must take sick or annual leave in an emergency, he/she should notify or have someone notify the APM and the Director, Resident Engineer Staff.

(5) When extended sick leave is necessary, the Director, Resident Engineer Staff, must be notified by letter as soon as possible and supplemental reports must be furnished at least once a month. The letter should indicate the time and date leave started and, when known, probable date of return to duty. Employees must complete an SF-71 and furnish satisfactory evidence of the need for sick leave upon return to duty.

e. Leave Without Pay (LWOP) is an authorized absence from duty in a nonpay status. Approval of LWOP is a matter of administrative discretion. Employees cannot demand LWOP as a matter of right, except in specific circumstances (e.g., disabled veterans entitled to leave for treatment of a service connected disability or employees in the reserves or national guard who need LWOP for military training duties). Circumstances which justify approval of sick or annual leave will generally be sufficient basis for approving LWOP. LWOP may be granted even though the employee has accrued annual or sick leave to his or her credit. Because extended LWOP may have a bearing on the employee's benefits (i.e., retirement, health insurance, leave accrual, etc.) and eligibility for within grade increases, approval of LWOP should be closely coordinated with the servicing Personnel Office. Employees may be advanced both sick and annual leave. For further information, refer to MP-5, Part I, Chapter 630 or consult with the servicing Personnel Office.

f. Absence Without Leave (AWOL) is an absence from duty which is not authorized and for which the employee receives no pay. It is different from LWOP, which is an authorized absence, and is recorded differently on the time and attendance report. The reason for charging an absence not approved to AWOL should be documented by the leave approving official at the time the decision is made to charge AWOL. This may be done by means of a statement in the remarks section of the time and attendance report or a memorandum filed with the time and attendance report. Such a statement should be signed by the leave approving official.

g. Military leave may be granted to certain employees who are members of the Reserve components of the Armed Forces or National Guard. Although requests for military leave must be supported by appropriate military orders, employees should notify leave approving official as far in advance as possible of their need for military leave so that appropriate arrangements can be made to compensate for their absence. Final approval is contingent upon the employee furnishing certification from military authorities that active duty was actually performed for the period that military leave was granted. For details on eligibility, amounts authorized, and procedures for charging military leave, refer to the Federal Personnel Manual (FPM), Chapter 630, FPM Supplement 990-2, Book 630, or consult with the servicing Personnel Office.

h. Leave in connection with temporary duty travel is contingent upon staffing and work load requirements. The approving official is responsible for assuring that only essential travel is authorized, and that travel as stated on the travel order is the sole reason for the trip at Government expense.

i. Leave in connection with a permanent duty transfer may be authorized without charge to leave at the discretion of the SRE (or Director, RE Staff) as follows:

(1) All employees transferred from one installation to another may be excused up to two days, without charge to leave, to make moving arrangements before leaving his or her current station.

(2) When employees elect to take up to ten calendar days to make an official, Government-paid round trip to find housing at the new duty station, they may be granted one additional workday upon arrival at the new duty station to get settled -- again, without charge to leave.

(3) When the advance round trip is not made to the new location, employees may be authorized to use five workdays to find housing and to get settled at the new station.

12. MISCELLANEOUS PERSONNEL MATTERS

a. Emergency addresses for all personnel should be available at all times in the office of the RE for use in the event of an accident. When an employee is absent from the job site, on leave, or on official business, an address or telephone number at which he/she can be reached should be left with the secretary, if possible.

b. Personnel Regulations, Employee Benefits, etc. - There are numerous regulations affecting personnel which cannot be included in the scope of this handbook. All employees should be given the privilege of consulting with the authorities at the designated administrative VAMC to check on any matters affecting their employment. Information regarding employee benefits and similar matters may be obtained from the same source or from the Director, Resident Engineer Staff.

13. TRAINING

a. In order to maintain high standards of performance, there are provisions for the continuation of training of REs at all grade levels. Training may be accomplished in many forms, from on-the-job training to formal outside training of several weeks duration. Continuous training is considered essential for REs to stay abreast of constantly changing technical, administrative, and legal aspects of construction contract management.

(1) The Resident Engineering Training Plan for grades GS-5, 7 and 9 provides for the early training of recent graduates from an accredited engineering or architectural curriculum. The training consists essentially of on-the-job training conducted by higher grade engineers or architects under the guidance of an assigned coach. The training will be directed toward preparing the trainees to administer a relatively small project by the end of the training period. The training will be diversified to include basic civil, architectural, mechanical, and electrical engineering applied fundamentals, as well as administrative procedures. An Individual Development Plan (IDP) will be developed jointly by the coach and trainee to assure that all developmental aspects are addressed within the training period. The IDP will be reviewed and modified as appropriate at least quarterly by the coach. Also on a quarterly basis, the trainee will write a self-assessment to the coach to identify progress made and areas where further development may be required. The coach will review all factors with the trainee and submit a Quarterly Evaluation, a copy of the trainee's self-assessment, and an updated IDP each quarter to the Director, Resident Engineer Staff.

(2) The Resident Engineer Continuing Development Program is for all GS-11 through GM-14 resident engineers who have completed the Resident Engineers Training program or who have joined the RE staff at higher grades. The objective of this program is to enhance state-of-the-art knowledge in architecture, engineering, and construction, as well as in management and administration essential to the development of REs as higher level managers and executives. All REs shall maintain an IDP to include self-development as well as O/F sponsored seminars, courses or conferences.

(3) The Guide of Executive Management Development in the O/F is for all GM-13 and higher grade employees. This is a four-tier system for assisting employees to acquire the knowledge, skills, and abilities needed to perform successfully in managerial positions. Each of the four tiers is comprised of six to ten factors, with a number of Knowledge, Skills, and Abilities (KSA's) identified for each factor. Management Staff (082F) is available to consult with employees in developing their IDP form based on the four-tier system.

b. All REs are expected to pursue continuing education to maintain their professionalism. Much of this training must be self-initiated through membership in professional organizations, local activities, outside reading and study courses, as well as conscientious application of the principles involved in current assignments. Only limited funds are available to REs for outside training; the goal being for approximately 25 percent of the staff to have such training annually. Requests for training and funding shall be forwarded through the SRE to the Director, Resident Engineer Staff, and include published data on the course at least six weeks prior to the starting date of the course. Submit training requests on Optional Form 27 (two-way memo).

14. OFFICIAL TRAVEL

a. Federal travel regulations are contained in VA Manual MP-1, Part II, Chapter 2 and GSA, Federal Travel Regulations (41CFR 301-304, Loose-leaf Edition 1989) which are available in the personnel office of every administrative VAMC facility. Appendix B of this handbook outlines the benefits and allowances which may be available in connection with a permanent duty transfer and every RE should be familiar with them. The following guidelines are provided for O/F personnel assigned as REs.

b. Official travel, when authorized, must be performed in accordance with the covering travel authority. When travel is performed by common carrier, Government transportation requests (GTRs) must be used, unless other means are specifically authorized. Holders of Government credit cards will be authorized to use them for payment in lieu of GTRs. If GTRs do not accompany the travel authority, they may be obtained by presenting the travel authority at the transportation office of any VA installation. Travel should not be performed prior to receipt of the official travel authority, unless specifically directed. There are three types of travel authority:

(1) Local travel may be authorized by the Director, Resident Engineer Staff, for instances where it is necessary for REs to travel locally within the area of the administrative VAMC, such as when the RE must supervise several projects within the area which are remote from each other. The limits of the local travel area are established for each facility by the VAMC director. The RE may be authorized local travel for reimbursement of common carrier or mileage for the use of a privately owned conveyance. No per diem or lodging costs are allowed. Authorization will be by letter. Claims for reimbursement will be submitted to the travel clerk at the local VAMC on SF-1164 (Claim for Reimbursement for Expenditures on Official Business), and signed by the RE. No receipts are required. The costs will be funded by an allotment made to the VAMC for local travel expenses as authorized by the Director, Resident Engineer Staff. (See MP-1, Part III, Par. 8, m.)

(2) Temporary Duty (VA Form 60-3036) will be issued where travel expenses and subsistence costs are to be incurred for training, meetings, temporary duty at another site, etc.

(3) Permanent Duty (VA Form 70-3036c) will be issued for employee's reassignment to another permanent duty location, or for new employees in shortage category positions and student trainees in shortage category positions to travel to their first duty station.

c. Travel advances are available to employees authorized to perform either temporary or permanent duty travel. The amount of advance available is the sum of the expenses for estimated mileage (P.O.V.) or GSA contract rental car and subsistence. Maximum amount available at the administrative VAMC is $500. If a greater amount of advance is necessary and justified, it must be requested from Austin, Texas by submitting signed Form 1038 (Advance of Funds Application and Account) to the Director, Resident Engineer Staff.

d. Leave desired in connection with temporary travel requires special approval and requests must be accompanied with a memo of justification prior to start of travel. See special requirements under preceding paragraph 11, Leave for Full-time Employees.

e. Application for reimbursement of travel expenses and subsistence, when authorized, will be submitted to the Director, Resident Engineer Staff, in duplicate on SF-1012, Travel Voucher. (See figure 1-10). Travel directives require the liquidation of travel advances within ten working days of completion of temporary duty travel and within 30 days of permanent duty travel. Any employee who has an outstanding travel advance in excess of these limits will receive only one letter of warning from the VA Finance Center, Austin, Texas to close out his/her travel account. The letter will include a deadline for settling the account, after which the employee's wages will be garnished.

15. CONTROL OF OBLIGATIONS AND EXPENDITURES (ANTI-DEFICIENCY REGULATIONS)

a. No obligations will be authorized or created, nor expenditures made, unless an allotment therefore has been made.

b. The SRE who receives an allotment for office expenses under account 9900, General Administration, and/or other accounts for construction contracts, including field supplemental agreements, under account .11, is responsible for ensuring that the rate of obligation will be controlled in such a manner as to prevent the depletion of funds prior to expiration of the allotment period (9900 funds) or completion of the construction project (.11 funds). The SRE is also responsible for ensuring that obligations are not authorized or created, nor expenditures made in excess of the allotment.

(1) General Administration funds for operating expenses of the RE's office are allocated quarterly by the Director, Resident Engineer Staff. Requests for additional administrative funds may be made by telephone and confirmed by use of Optional Form 27 (two-way memo).

(2) Construction funds are allocated by the APM's office and requests for additional funds must be made to the APM. Expenditure of these funds are to be in accordance with the Contracting Officer Authorization Order (see paragraph 21.c).

c. Additional funds should be requested at least one month prior to the time the funds are needed and should include the estimated total additional amount desired, as well as a justification.

d. The Chief, Fiscal Service at the administrative VAMC, will establish and maintain records and accounts to reflect the current status of allotments and unobligated allotment balances, and furnish the RE and central office with timely reports thereof. Obligations must be recorded in writing in the prescribed form, and must be validated as to the availability of funds by the Chief, Fiscal Service. Notwithstanding such validation, the RE, as allottee, is personally liable for the allotted funds. It is imperative that the RE verify/balance records with Fiscal Service regarding fiscal and budgetary matters.

e. Violations of anti-deficiency regulations are required to be reported to the President and to the Congress, and conviction for willful violations could carry a fine of not more than $5,000 or imprisonment for not more than two years, or both.

16. STANDARDS OF CONDUCT: PROHIBITED ACTIVITIES

a. REs represent the United States Government at the construction site. As such, they will conduct themselves at all times in a manner which will reflect credit to themselves and the VA. They should be consistently fair, objective, and diplomatic in the administration of their duties. They are expected to protect the interests of the Government in all matters within the province of their assigned duties, and should use extreme care in any discussion concerning the project. The maintenance of high moral and ethical standards in the public service is essential in conducting Government business and to ensure the confidence of the public. The RE must thoroughly understand all conduct requirements, since failure to observe them will result in appropriate disciplinary action. These requirements are summarized in VA Employees Handbook H-05-1 and are covered in 38 CFR 0.735. They are available in the personnel office of each VAMC or your administrative station and should be reviewed periodically by all REs.

b. The RE will avoid conflict between private interests and responsibilities as a VA employee. REs are prohibited from engaging in the private practice of architecture or engineering, supervising construction of private buildings, representing dealers in building materials, or other activities when such engagements or activities would be prejudicial to the Government or to other interests. The performance of any services by or for anyone who is engaged in construction, maintenance work, or other business with the VA is prohibited. It is equally important that REs avoid any circumstances that might, through appearance, result in allegations of favoritism, prejudice, or conflict of interest, whether or not the situation is covered specifically in written policy.

c. Federal employees may not accept gifts, loans, food or beverage, discounts, or favors of any nature from contractors, claimants, or agents in their behalf. They are not permitted to solicit, or accept directly or indirectly, anything of economic value (such as a gift, a lunch or dinner, gratuity, or favor which might be interpreted by others as being of such a nature that it could affect his impartiality) from any person, corporation, or group that he has reason to believe:

(1) Has or is seeking to obtain a contract or other business with the VA; or

(2) Has an interest which may be substantially affected by the performance or non-performance of official duty; or

(3) Is in any way attempting to affect official activities.

d. In relations between the RE and any persons conducting contractual or other business with the VA, undue familiarity should be avoided both on and off the job. An atmosphere of mutual trust, courtesy, and cooperation should be fostered in this situation of mutual dependence. Both the contractor and the Government rely on their own and other field representatives to see that the contract is complied with, that it is properly expedited, and that all dealings are equitable and of mutual advantage. The RE and the contractor are not adversaries. Both are responsible for seeing that the contract entered into by their principals is carried out from beginning to end of the project.

e. The RE is prohibited from writing official letters of recommendation on behalf of any Government or contractor's employee, firm, corporation, or article of manufacture which may directly, or by implication, be construed as representing the opinion of the VA.

f. Under the provisions of the Hatch Act, a federal employee may not take an active part in a political campaign or in management of a political organization. Political activity restrictions do not; however, relieve an employee of his/her obligations as a citizen to inform him/her of the issues and candidates and to register and vote. Restrictions of political activity are summarized in VA Employee Handbook H-05-1 and are discussed in greater detail in VA Manual MP-5, Part I, Chapter 733. If a specific question arises regarding the Hatch Act, the RE should consult with the VAMC Chief, Personnel Service, or with Central Office Personnel Service before engaging in the action.

g. A VA employee in official capacity will not represent the VA in speaking engagements, training seminars, panel discussions, workshops, conferences, institutes, or any other such activities if the sponsoring organization condones or practices segregation or exclusion from membership or participation in its meetings because of race, or if the activity is to be held in a facility which segregates the races or excludes minority group participation. If a RE is requested to speak or participate under circumstances where such conditions apply, he/she will contact the Director, Resident Engineer Staff, for authorization and concurrence.

17. PUBLICITY, GROUNDBREAKING, AND DEDICATIONS

a. The VA facility director is responsible for conducting public relations and public information programs affecting the VA facility. The director shall; therefore, be kept fully informed of any significant events relating to the construction project. Any requests for publicity, photographs, etc., on projects under construction, made to REs by information media, shall be closely coordinated with the VA facility director and reported to the APM. At new installations without an assigned VA facility director, the SRE will be guided by the following paragraphs:

(1) The public is entitled to full information about the VA and it is the Secretary's policy that the VA will release all available information about its activities, freely and frankly. Any information intended for official use of the VA only will not be released for public dissemination.

(2) Still photographs, videotapes, motion pictures, and exhibits are an invaluable method of releasing information about the VA and its construction activities. Photographs of VA construction activities may be taken by VA photographers or by photographers representing recognized information media. No extra contractual photography by non-VA sources should be authorized without the informal concurrence of the VA facility director and formal concurrence of the General Contractor.

(3) The VA will not endorse any product, project, or commercial line of endeavor for the profit of individuals or corporations. Permission may be given for VA photographs to be used in advertising as long as it does not constitute either explicit or implicit endorsement by the VA.

b. Groundbreaking and dedication for VA construction projects will be arranged for and conducted by the operating department concerned, including necessary liaison with local and veterans organizations. The SRE will be consulted concerning measures to promote acceptable appearance of the site, to minimize disruptive construction activities, and if necessary, to provide (by appropriate contract change) for the erection of temporary ceremonial facilities. No project funds for these purposes shall be obligated without prior approval of the APM.

c. O/F employees shall comply with MP-1, Part I, Chapter 4, "VA Information Policy," prior to making public speaking engagements or submitting articles or papers for publication that include any information about VA policy, operations, and functions. This policy also applies to interviews given to representatives of newspapers, technical magazines, etc. The following procedures will be followed when obtaining clearance for speaking engagements or papers for publication:

(1) Published articles or speaking engagements on nonVA-related topics are not subject to review or clearance.

(2) Any O/F employee wishing to submit an article or make a speech relating to a VA activity will notify the Director, Management and Budget Staff (082), who will determine what review and clearance is necessary. This may involve a technical review as well as approval by the Deputy Assistant Secretary for Facilities, and the Under Secretary for Public and Consumer Affairs.

(3) Any employee who is contacted by a representative of any news media or a major publication regarding a VA-related topic must submit a Report of Contact, VA Form 119. In addition, any employee who is interviewed about a VA-related topic will obtain agreement to submit the media representative's draft copy for higher-level review before publication to ensure technical accuracy and conformance with O/F policy.

(4) Material submitted for review and clearance will be handled as expeditiously as possible to permit adequate time for the employee or media representative to prepare for speaking engagements or to meet publishers' deadlines.

18. UNAUTHORIZED USE OF SITE: CRIMES

a. A RE must not permit unauthorized use of any portion of VA properties in his/her charge, or allow anyone to habitually use the VA properties for access to or egress from adjoining premises. Matters pertaining to the use or occupancy of government property should be referred to the APM.

b. The RE will not use, or permit others to use any building existing at the construction site as a residence. Quarters at an existing VA facility may be utilized, subject to approval of the VA facility director.

c. Crimes or offenses committed on Government property at an existing facility should immediately be referred to the director of the VA facility; however, contractors are responsible for taking action on crimes against their property, equipment, etc. Under the Drug-Free Workplace Act of 1988, contractors and subcontractors have special enforcement obligations in their contracts which prohibit drug-related activities and require specific affirmative plus corrective action. At new installations where a director has not been appointed, the matter should be brought to the attention of the director of the designated administrative VAMC. Matters of consequence will also be recorded and reported to the Director, Resident Engineer Staff.

19. SAFETY INSPECTIONS AND REPORT OF ACCIDENTS

a. The O/F procedures for implementing the VA Occupational Safety and Health (OSH) policy is addressed in appendix A. The SRE should ensure the conservation of human and material resources in regard to all construction project activities. The SRE and Facility Safety Officer (FSO) shall work together, to maintain close lines of communication and ensure safety. The SRE should respond to safety inquiries and concerns of the facility management and FSO. While all REs are to be constantly vigilant in regard to safety, reviews of all VA employee, visitor, and patient safety conditions are to be conducted weekly with the FSO.

(1) The weekly inspections are to be formally reported to the contractor by a letter listing any specific safety deviations, their locations, and the specific Occupational Safety and Health Administration (OSHA) standard which is not being complied with. (See figure 1-11.) If there are no safety deviations, or if corrections are being implemented, the letter should so state. Copies of the SRE's letter to the contractor should be forwarded, one each to the APM, the FSO and the Director, Resident Engineer Staff. A transmittal letter is necessary only if there are safety problems which are not being corrected, and in such instances the transmittal letter should identify the problem and the RE's recommendations to the contracting officer. In addition to OSHA, the VHS&RA regional safety staff is available for consultation regarding corrective action for safety violations.

(2) If the contractor does not take prompt action to correct properly cited safety violations, the RE may elect to call or write to the nearest OSHA office to discuss the situation and the possibility of or request for a site inspection. (See figure 1-12.) The nearest OSHA office should be available for interpretation of the regulations or consultation on how to correct a particular safety problem if the RE or the contractor should desire their assistance.

b. SREs should assure that all employees are aware of the procedures for reporting job-related injuries or illnesses. Employees who are disabled or who incur any medical expenses as a result of a job-related injury or illness may be eligible for compensation and other benefits under the Federal Employees Compensation Act (FECA), as administered by the Office of Workers' Compensation Programs (OWCP). Reporting requirements are separate from those required by the Occupational Safety and Health Administration (OSHA). SREs should immediately contact the Worker Compensation Specialist or Personnel Officer of the servicing facility in any case involving an on-the-job injury.

c. Accident Reports, Report of Accident, VA Form 2162, are to be completed by the SRE and submitted to the FSO, and a copy to the Director, Resident Engineer Staff, for all accidents on or related to the construction project. This includes accidents to RE staff, VA facility personnel, visitors, patients, A/Es, or contractor's personnel. If an accident involves VA facility staff, visitors, patients, or property, assure that the report is coordinated with the VA facility safety representative by obtaining his/her endorsement on the VA Form 2162 in the space "Evaluation of this report by safety person." (See figure 1-13 for example of completed VA Form 2162.) To assure that the accidents are attributed to the O/F construction projects rather than the VA facility and to clarify certain definitions, be guided by the following in completing VA Form 2162 (Card 1 - upper half, Card 2 - lower half):

1. ORGANIZATION NO.: Always show 9, on card 1, in block 1 to indicate "other." In blocks 2, 3, & 4, enter the first three digits of the construction project number to identify the facility.

2. REPORT SEQUENCE NO.: Leave blank except when more than one person is injured in a single (case no.) accident. For example, for the second person injured you would show 02, on card 1, in blocks 10 and 11 and check 'supplemental', in card 1, block 9.

3. ACCIDENT CLASSIFICATION BY SURROUNDINGS: Always check "z" for "other", on card 1, in block 14 and identify accident as on a construction site on back of form in space for narrative. This will remain "construction site" even though the accident may occur in your office, storage area, lab, etc., because your presence there is more related to the construction site.

4. SITE OF ACCIDENT: (Card 1, block 27) Always show "B. Off Reporting Activity Property" because your reporting activity is O/F and it would be incorrect to charge your construction site accidents against your administrative VAMC.

5. PAY PLAN: (Card 1, block 59 & 60) Show "GS" or "GM" as appropriate for government employees. Leave blank for contractor or A/E.

6. OCCUPATIONAL CODE: (Card 1, block 61-65) This is generally a three digit number such as 801, show as "0801" for CE or "0807" for EE, etc.

7. DIVISION/SERVICE NO.: (Card 1, block 74-77) Always enter "0008" for (08).

8. SEVERITY OF INJURY OR ILLNESS: (Card 2, block 13) Check "Disabling" if one or more full workdays are lost. X-rays are not considered

medical treatment if they are negative; if they are positive, medical treatment may be required. Accident reports which show "NO Treatment Required" or "First Aid Only" are to be kept on file in your office and in (087H). They are not forwarded to any other office unless the injury is later found to be more serious and medical treatment is necessary, in which instance you would submit a corrected report. Use the original case number when filing a corrected report.

9. Note that MP-3, Part III, Section 33.01, defines First Aid Treatment Case as a one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, etc., which do not ordinarily require additional medical care, even though provided by a physician or registered professional personnel. Therefore, merely being seen by a doctor does not necessarily constitute a level of severity requiring medical treatment.

10. On the back of VA Form 2162, fully explain all aspects of the accident, how it happened, what injury was sustained, what treatment was rendered, and the consequences of the injury.

11. Always enter some comment under "Corrective Action Taken or Planned" to show effort to avoid a recurrence.

12. The SRE signs as the report initiator and as the safety officer.

13. The evaluation of the report by the safety person should be by the VAMC safety representative at the facility.

14. Distribution of reports is as follows:

(a) One copy of all accidents reported, except first aid cases, on form VA 2162 to Regional Safety and Fire Protection (RSFP) Engineer.

(b) One copy of only VA employees and visitors accident reports on form VA 2162 to Director, Resident Engineer Staff (087H).

CHAPTER 2. ADMINISTRATION OF CONSTRUCTION CONTRACTS

20. GENERAL

a. This chapter deals with the contractual relationship between the VA and the contractor with the SRE representing the VA contracting officer. The SRE's principal responsibility in this sense is not so much to oversee construction activities as it is to assure compliance with the provisions of the contract, although the two need not and should not be in conflict. The SRE must never lose sight of the fact that the reason for his/her presence at the project site is to ensure that a well-built facility is constructed without undue delay as efficiently and economically as possible. The SRE shall use sound engineering principles in making contract decisions consistent with the needs of the operating VA facility, within approved criteria and in the best interests of the VA. The duties, tasks, and responsibilities of the RE are numerous and varied. Figure 2-1 titled, "Duties of a Resident Engineer," is a list of many of the major duties.

b. The importance of recording significant factual data cannot be overemphasized. Written and photographic records, made the day of an incident or occurrence are indispensable in substantiating the Government's position.

c. The provisions of this handbook are to be considered as a guide as far as contractual matters are concerned. If any conflicts exist between the provisions of this handbook and those of the contract, the contract terms shall govern. The contents of this handbook are not binding on the contractor.

21. AUTHORITY OF RESIDENT ENGINEER

a. The RE is issued drawings, specifications, and a copy of the contract which both the contractor and the Government have agreed to follow as to material, workmanship, procedures, and payment for work that is properly completed. The RE must understand the scope of the contract and must confine all actions within its limits. The Government and the contractor have specific rights and obligations under the contract. The contractor's rights must not be overlooked by a RE who is concentrating on enforcing those portions of the contract which obviously benefit the VA. All REs are expected to exercise objectivity, tact, and fairness in the conduct of their duties.

b. Upon award of the construction contract, the contractor will be advised by letter of the SRE who is designated as the contracting officer's representative. This same letter will request the identification of the contractor's on-site representative who has signature authority for the contractor.

c. The contracting officer, or a person to whom such authority has been specifically delegated in writing, is the only individual that has the authority to make changes in the contract. A SRE will be granted authority to represent the contracting officer by means of a Contracting Officer Authorization Order (COAO), (see figure 2-2). The COAO allows a SRE, when designated as the authorized representative of the contracting officer, to issue, without prior referral to the contracting officer, change orders or supplemental agreements not exceeding the limitation as set forth in the COAO. Under no circumstances is the limitation on contract modifications in the COAO to be circumvented by issuance of separate change orders for individual elements of change, i.e., the sum total value of all component parts of a change shall govern. The SRE will follow the procedures set forth in paragraph 43, "Contract Changes," regarding change orders and supplemental agreements.

d. While it is desired that the SRE's authority be used to the maximum extent consistent with the intent of the delegation, changes involving legal questions or problems which, in the SRE's judgment, should be reviewed by the contracting officer, should be submitted promptly to central office.

e. All decisions and rulings on the project should be made through proper authority. VA Circular 10-88-8, dated February 3, 1988 (see figure 2-3), contains the proper procedure for a director of the VAMC to follow when requesting changes in design or additional work; however, SREs are expected to be reasonable and practical in exercising their discretionary authority. The REs' basic operating instructions are to build the project according to the plans and specifications and only make those changes that are necessary to make the project operate in the manner in which it was designed. They are not to independently make changes affecting programs or make revisions to room layouts due to VAMC staff changes. No field change orders or supplemental agreements are to be written that are not strictly within the scope of the contract.

f. The VA has a contract only with the prime contractor; therefore, the RE should deal only with authorized representatives of the general contractor in all contract matters. The provisions of the contract specifications concerning the removal of rejected material from the project, or the dismissal of the contractor's workmen for cause, should not be exercised by the SRE until discussed with the PM When the occasion for either of these actions is indicated, the contractor will be informed in writing of the proposed action. If the nature of the item is urgent, the SRE shall notify the PM by telephone, and confirm by letter, the full particulars of the matter and recommended action.

22. ARCHITECT/ENGINEER SERVICES DURING CONSTRUCTION

a. The A/E firm is contractually obligated to provide technical assistance during construction. Their services are essentially in direct support of the RE and in many respects relate to "interpretation" of the contract documents. The A/E is not only obligated to comment on a contractor's specific request for a clarification, but also is expected to observe worksite conditions and to review various submittals of the contractor to ensure that the contract requirements are being fulfilled. The A/E shall formally notify the SRE when a significant deviation from the contract requirements is noted. The SRE should be thoroughly familiar with the requirements of the A/E contract. The SRE has no authority to make changes to the A/E contract.

b. The more significant specific tasks which the A/E typically will perform during construction are as follows:

(1) Attend job site meetings as requested by the SRE.

(2) Make special site visits as requested by the SRE, usually with regard to a significant job problem.

(3) Make site visits as formally requested by the contracting officer or SRE to participate in the inspection of completed work.

(4) Prepare clarification drawings and specifications the A/E determines necessary or as requested by the SRE or contracting officer.

(5) Review Requests for Information (RFIs), shop drawings, test reports, manufacturers' brochures, samples, etc., submitted by the contractor.

(6) Prepare detailed construction cost estimates for specific change orders or proposal requests for changes expected to cost over $5,000. This could include preparing detailed construction cost estimates for evaluation of various alternative methods of resolving a differing site condition problem. For changes that result from situations other than design errors or omissions, the A/E may be entitled to additional compensation for these services. This would involve a contract modification; therefore, it must be coordinated with the PM.

(7) Evaluate material substitutions as requested by the contractor.

(8) Evaluate Value Engineering Change Proposals (VECPs) as submitted by the contractor. (This work is not included in a standard A/E contract and requires coordination with the PM.)

c. The A/E is an advisor during construction. The RE evaluates all A/E responses and should generally be guided by those recommendations. The RE shall continually assess the A/E's performance during the construction and submit a performance evaluation when requested by the Director, A/E Evaluation Staff. Special emphasis shall be given to the qualifications of personnel assigned to the project. Any tendency to assign personnel who are unfamiliar with the project or who may not have the technical and/or practical experience required for the specific project, etc., shall be reported promptly to the PM.

d. There will be numerous occasions during most construction projects when the A/E and contractor personnel will meet informally as well as formally. However, the RE shall be present at all meetings to ensure the contractor does not misinterpret any act by the A/E, to imply that a claim is justified or to indicate that a claim should be filed. The RE must be present to ensure that the advisor/contracting officer/contractor relationship is maintained. This is an absolute necessity for effective administration of a construction contract. Both the A/E and the contractor must be ever cognizant that the SRE alone is the representative of the contracting officer.

23. SPECIAL REPORTS

a. Any unusual or significant job site occurrence that attracts or may attract local or national attention, either favorable or unfavorable, must be reported as quickly as possible by telephone to the APM as well as the VA facility director. Matters of extreme urgency occurring during nonduty hours, including weekends, should be immediately reported to the PM, Deputy APM, or APM (in that order) at his/her home.

b. Any event which could impact or delay the project such as strikes, late deliveries, changes, weather, etc., should be reported to the PM promptly.

c. Accidental fatalities, serious occupational injuries or illnesses, motor vehicle accidents, fires, or property damage which result in over $2,500 damage shall be reported to the PM immediately. See paragraph 19 and appendix A (Safety, Occupational Health and Fire Protection) for further detailed reporting requirements.

d. Delayed reports of significant events can delay initiating appropriate action and contribute to further delay or damages. If in doubt, report it by telephone. Any contacts by the news media should be referred to the VAMC Public Affairs Officer. Any contact by Veterans organizations, congressional staff representatives, or the Inspector General's office should be reported immediately to the PM and be documented by completing VA form 119, Report of Contact, with a copy to the APM. Any contact concerning sensitive or controversial issues must be discussed with the PM prior to providing an answer.

e. Requests for information under the Freedom of Information Act (FOIA) requires a reply, by law, within ten (10) work days. All such requests submitted to SREs shall be treated as urgent and transmitted immediately to the FOIA Officer at 082C, through the APM, by the most expeditious method. The designated FOIA Officer will provide guidance in these matters.

24. PROCEDURE UPON ARRIVAL AT SITE

a. Upon arrival at the project site at an existing facility, the SRE will meet with the VAMC director to discuss his/her duties as the SRE and the duties and authority of the VAMC's construction coordinator. The SRE should also discuss other matters such as funds to be allotted to the VAMC, space for the RE's office, and requirements for office furniture, supplies, telephone service, clerical help, etc. The SRE may request a meeting with the respective service chiefs to discuss items such as supplies, salaries for clerical assistance, and disposal of materials or equipment on renovation projects. When appropriate, a meeting shall be arranged with the contractor or his authorized representative to discuss the project. A joint survey shall be made of the construction site with the contractor to determine whether any existing conditions might delay the start of construction. The use of VA facility roads by the contractor, suitable parking for contractor employees, the source of supply for utilities required by the contractor, any necessary interruptions to VA facility utilities, contract phasing, etc., are important items to be coordinated by the SRE with the VA facility and the contractor.

b. When the project is not located at an existing VA installation, the SRE, upon arrival at the project site, will arrange a meeting with the contractor for the purpose of a general discussion of the project. At this meeting, sites should be selected for the RE's office and the contractor's project office, storage sheds, etc. The RE's office should be provided immediately (as provided by the terms of the construction contract). The designated administrative VAMC shall be contacted for procuring supplies, clerical help, etc.

c. At the beginning of the project, the SRE will develop a consolidated list of all contract requirements for submittals, certificates, special tools, maintenance manuals, training, testing, etc. The RE will use this list throughout the duration of the project to check off items received or accomplished. At the time of partial-final and final inspections, the outstanding items will be included on the punch list.

25. PRECONSTRUCTION CONFERENCE

a. The PM will make arrangements for a preconstruction conference. Generally the conference will be held at the job site and will be conducted in most cases by the PM. On occasion, he/she may ask the SRE to conduct the conference. The following items will be explained:

(1) Items listed on the Construction Contract Preconstruction Conference Check List (see figure 2-4, VA Form 08-3386).

(2) Responsibilities of VAMC personnel, the PM, and others who may be involved but not specifically listed on VA Form 08-3386.

(3) Rules of conduct and other instructions necessary for the contractor while working on VA property.

b. The SRE will be given the opportunity to comment concerning the project. The SRE may elect to use this opportunity to explain procedures for payment, daily logs, inspections, etc.

c. At the preconstruction conference, decisions shall not be rendered on construction problems unless adequate facts are available or until satisfactory research can be made. Decisions shall always be made in writing.

26. PRECONSTRUCTION SURVEY

A joint inspection will be made by the SRE and the contractor in accordance with the "Alterations" section in the general requirements of the contract specifications, prior to turning an area over to the contractor. It may be advisable to invite the Chief, A&MM Service and/or the Chief, Engineering Service to participate in this survey. The SRE will prepare a report, signed by all participants, listing the existing condition of materials and equipment, to remain or be reused, throughout the work area as well as access routes. The report should also list any discrepancies found between actual conditions and those noted in the contract documents. This report may be supplemented by photographs, videotape or by referencing progress photographs as appropriate. One copy of this report will be forwarded to the APM. Upon completion of the contract work, an inspection will be conducted and damage to existing floor, wall and ceiling areas, landscaping, pavement, and sidewalks, etc., will be cited for correction by the contractor.

27. COMMUNICATIONS BETWEEN CONTRACTOR AND VA

a. The RE should aid the prime contractor in the proper handling of communications concerning the contract with the VA. At the time the contract is awarded, central office will give certain instructions to the prime contractor in the letters of award and notice to proceed. The SRE should assist the contractor in complying with the required procedures.

b. All communications from the contractor to the contracting officer concerning the contract should be submitted through the SRE and should be addressed as follows:

(Name of Senior Resident Engineer)
Senior Resident Engineer (08)
(Address of the resident engineer office at project site)

Correspondence should be submitted with the signed original and two copies. More or fewer copies may be required on some jobs. This detail should be addressed at the preconstruction meeting.

c. The SRE, serving as the contracting officer's on-site representative, shall be responsive to all inquiries and requests of the contractor. The SRE is expected to fully utilize the services of the designer (A/E or O/F) and any other services in the O/F, as appropriate, to assure timely and accurate responses to the contractor. If delay in replying to correspondence is anticipated or becomes necessary, the contractor should be informed by letter, with a copy to the APM.

d. All correspondence from the contractor relative to the contract shall bear the project number, VA contract number, title of project, and name and location of the facility. All correspondence should be signed by an individual designated in writing by the contractor to have authority to act for the contractor.

e. A subcontractor desiring information concerning the contract should submit inquiries through the prime contractor.

f. Copies of all correspondence from the contractor, A/E, or VAMC to the SRE or from the SRE to the contractor, A/E or VAMC (except for submittals of material and equipment) shall be sent to the PM.

28. LABOR STANDARDS

a. Labor Standards applicable to contracts involving construction in excess of $2,000 are set forth in a section entitled "Labor Standards

Provisions" in the contract specifications. Some contract specifications include VA supplementary information in a separate section entitled, "Supplementary Labor Standards Provisions" while others have this type of information included with the basic Labor Standards Provisions.

b. Responsibility for Enforcement: Ultimate responsibility for enforcement of labor standards requirements under construction contracts rests with the contracting officer. In practice, the reviews, investigations, and interviews necessary to insure compliance are carried out by the SRE.

(1) The SRE will provide the following certification on each payroll submitted through his office:

"This payroll has been examined by my office and to the best of my knowledge the rates of pay comply with the contract wage determination and the Labor Standards Provisions.

(Signature)
Resident Engineer"

It is suggested that all SREs purchase a rubber stamp embodying this certification.

(2) Effective enforcement requires that the RE be familiar with the labor standards requirements and assure himself that the contractor understands and fully complies with the labor provisions of his contract. Central office will notify the contractor of the requirement for the contractor and all subcontractors to complete and submit SF 1413 entitled "Statement and Acknowledgment". The RE will secure and retain the completed standard form as soon as the firms are identified. (See figure 2-5.) Maintaining compliance from the very beginning of the project is essential, since this will save time, trouble, and expense to both the contractor and the Government. The RE should acquaint himself with local labor customs, review the contractor's apprenticeship agreements, observe the job, interview workers (document findings), and review payrolls and time sheets in order to insure compliance. The RE must complete standard form 1445, "Labor Standards Interview," as part of worker interviews (one for each work classification such as laborer, journeyman, etc., for the prime contractor or subcontractor). (See figure 2-5a.) Particular attention should be given to the correctness of classifications and the disproportionate employment of laborers, helpers, apprentices, or trainees to journeymen.

(3) Violations should be reported to the contractor with instructions for correction. The local Department of Labor (DOL), Wage and Hour Division, may be contacted directly by the RE for advice or assistance. The PM should be kept informed of these contacts. In the event routine investigation shows evidence of habitual violations, falsifications of payrolls, false statements, or other serious discrepancies, a full scale investigation may be necessary, and a report of the matter with a request for investigative assistance shall be forwarded to the APM.

c. Payrolls and Weekly Statements of Compliance

(1) Construction contracts require the contractor to deliver to the SRE a copy of payrolls, listing all mechanics and laborers working on the site, within seven calendar days after the close of the pay period together with Weekly Statements of Compliance for each payroll. No specific form of payroll is prescribed and any format containing the required information is acceptable. However, each submitted payroll must be accompanied by a "Statement of Compliance" that strictly follows the format referred to in the specifications. Any payroll not submitted within the time specified should be requested promptly from the contractor. If the delay in submission is prolonged, the request should be made in writing.

(2) The payrolls will be checked to insure that each of the following items are accounted for in each pay period:

(a) Name of contractor and/or subcontractor.

(b) Name of employees, including:

1. Home address when name first appears.

2. Social security number when name first appears.

(c) Classification (consistent with work performed).

(d) Basic rate of pay and fringe benefits: Contract compliance with minimum pay standards should be reviewed on the basis of aggregate pay. Therefore, fringe benefits packages which are different from those shown on the wage determination can be considered. Normally, the SRE should rely on the contractor's certifications under (4a) in the Statement of Compliance concerning payment of fringe benefits that may be listed in the wage determination. The information which contractors include under (4b) and (4c) should be reviewed if it is necessary to establish that the aggregate pay of a particular contractor is equivalent to that which is included in the wage determination. Pay rates for unlisted trades required on the project shall be established in accordance with par. (b) of Davis-Bacon Act Article of Labor Standards Provisions and par. e(2) below.

(e) Daily hours worked. (See par. 28.d. below.)

(f) Authorized deductions. (See par. g. below.)

(3) Discrepancies or Underpayments: In the event of underpayments, improper classifications (this requires actual observation of work being performed), unauthorized deductions, or other discrepancies in payrolls, the SRE will call them to the attention of the contractor immediately with instructions for corrective action.

d. Hours of Employment: Laborers and mechanics must be paid not less than time and one-half of the basic rate of pay for all hours worked in excess of 40 hours per work week. (Basic rate of pay for the purpose of computing overtime rate is exclusive of fringe benefits.) Except as required by the foregoing, there is no contractual requirement that workers be paid in excess of the Davis-Bacon rates solely because of the time of day, day of the week, or hours worked per day.

e. Worker Classification:

(1) Workers using the tools of a trade and/or performing work customarily accomplished by mechanics (or apprentices) are to be classified according to the work involved, and paid not less than the minimum rate specified for that craft. Individual workers may be classified as both laborers and journeymen, provided the work in each classification is accurately recorded on the payrolls. Laborers and mechanics are not exempt from coverage under the Davis-Bacon Act because they customarily receive a salary instead of hourly pay. They shall receive aggregate pay for Government construction work which is not less than that which would be paid to hourly employees performing the same type of work.

(2) Upon occasion, a laborer or mechanic may be entered on a payroll in a classification not listed in the applicable wage determination decision. If the duties of the unlisted classification are substantially the same as a listed trade, the RE may include the employee under the listed trade subject to the contractor's concurrence. In the event the contractor disagrees with the RE's decision or no comparable class of laborer or mechanic is listed in the wage determination, the contractor shall submit to the RE a completed standard form 1444, entitled, "Request for Authorization of Additional Classification and Rate." (See figure 2-5b.) If the proposed workers are known at the time that the form is submitted, the workers should sign block 16 of the form or a separate sheet of paper that clearly notes the trade, proposed pay rate, and the contract number. The contractor should also include any background information which is available that would show that the proposed rate is equal to or greater than the prevailing pay rate for the area covered by the contract wage determination. The SRE shall review the proposed rate and classification, include any recommendations and comments that would facilitate decision making, and forward the form and any accompanying background information to the APM. The contracting officer may recommend approval or disapproval of the proposed rate to the DOL. Upon receipt of DOL approval the contracting officer notifies the contractor that the proposed rate is acceptable.

f. Apprentices: Apprentices are permitted only under a bona fide apprenticeship program appropriately registered with the Bureau of Apprenticeship and Training (BAT) in the DOL or a State apprenticeship agency that is recognized by BAT. Prior to using apprentices, the contractor must furnish written evidence of: the registration of his program and apprentices, apprentice to journeymen ratio, apprentice wage rate information, and, the individual apprenticeship period of apprentices used on the contract work. The registration evidence may consist of:

(1) A true or photostat copy of the registered or approved apprenticeship agreement, or

(2) A true or photostat copy of the certificate showing approval of the apprenticeship by the appropriate registration agency, or

(3) A list of apprentices approved by the appropriate registration agency showing names, trades, and dates of registration, or

(4) A statement from a member of the joint apprenticeship committee, not a party to the project contract, certifying the named apprentices are employed under the supervision of the committee and are registered with the designated state or federal apprenticeship agency.

g. Payroll Deductions: Deductions are authorized by the Secretary of Labor in the following categories:

(1) As required by federal, state, or local statutes or ordinances. These include income taxes, Social Security, etc., and are to be made by the employer;

(2) Bona fide prepayment of wages without discount or interest;

(3) Deductions required by court process (such as garnishment of wages), provided that the contractor or subcontractor will not be permitted to make such a deduction in favor of the contractor, subcontractor, or any affiliated person or where collusion or collaboration exists;

(4) Contributions to funds for medical or hospital care, pensions, annuities, retirements, death benefits, compensation for injuries, illnesses, accidents, disability or insurance to provide foregoing benefits, vacation pay, savings accounts or similar payments for the benefit of employees and their families and dependents; provided that (a) the deduction is not prohibited by law, and (b) no profit or other benefit is obtained by the contractor or subcontractor;

(5) The payment of the purchase price of United States savings bonds;

(6) The repayment of loans to or the purchase of shares in credit unions organized and operated in accordance with Federal or State credit union statutes;

(7) Contributions to a governmental or a quasi-governmental agency, such as the American Red Cross;

(8) Contributions to community chests, United Givers Funds and similar charitable organizations;

(9) Regular union initiation fees and membership dues where a collective bargaining agreement provides for such deduction.

h. Withholding of Funds: The contracting officer has a contractual obligation to withhold payments to the contractor for the following reasons: to obtain receipt of payrolls and weekly statement of compliance ("Payments to Contractor" clause of the General Conditions), to cover the amounts necessary to pay laborers and mechanics the full amount of wages due, and to satisfy any liability for liquidated damages due for nonpayment of overtime (the contract work hours and Safety Standard Act - Overtime Compensation Article of "Labor Standard Provisions"). Upon refusal of the contractor or any subcontractor to submit payrolls covering all periods of work at the site, final payment to the contractor will be withheld until the required payrolls have been furnished. In the event of nonpayment or underpayment of wages and the refusal of the contractor or subcontractor to make the required payments, the contracting officer will withhold from accrued earnings sufficient funds to assure proper wage payments. When withholding becomes necessary, a detailed report will be furnished by the SRE to the APM.

i. Payroll Records: A record of all payrolls will be maintained in such a manner as to indicate that all payroll periods are accounted for, including those when no work was performed. The checked payrolls, together with one copy of each weekly statement of compliance, will be retained in the project files for three years after completion of the contract.

j. Reports:

(1) Under certain circumstances, such as wage underpayments in excess of $500 or willful violations, reports must be submitted to the Secretary of Labor. While these reports will be prepared in central office, they must necessarily be based upon information developed and furnished by the SRE. Therefore, it is very important that complete records be maintained where labor standard violations are suspected or uncovered by interview or investigation.

(2) DOL Regulations (Title 29 C.F.R.) require federal agencies to submit "Semiannual Enforcement Reports" in early April and October. These reports are prepared in central office, but some of the information must be furnished by the REs. Records should be maintained, and upon request, furnished to central office, covering the following areas:

(a) Number of interviews conducted, written and oral;

(b) Number of complaints received alleging violations of labor standards requirements;

(c) Number of workers receiving restitution;

(d) Amount of wage restitution made under the Davis-Bacon Act and Contract Work Hours Standards Act;

(e) The total amount of liquidated damage assessed as a result of violations of the Contract Work Hours and Safety Standards Act.

29. EQUAL EMPLOYMENT OPPORTUNITY

a. Nondiscrimination in Employment: The General Conditions provides that the contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. The General Conditions also specifically provide that the contractor will put in conspicuous places notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause and will furnish certain information and reports required by Executive Order No. 11246. The contractor must insert the foregoing provision in all subcontracts except those for standard commercial supplies or for raw materials.

b. Posters and Notices: "The Equal Employment Opportunity (EEO)" poster will be furnished to the contractor by the Director, Contract Administration Staff (087E). The SRE will see that these posters are displayed at the site by the prime contractor and subcontractors having contracts in excess of $10,000.

c. Monthly Employment Utilization Report: On some projects, depending on the geographical area, the contractor will be required to submit a Monthly Employment Utilization Report, CC-257 (see figure 2-6). The contractor will receive direction on completing this form from the Director, Contract Administration Staff (087E), and a copy of the letter will be forwarded to the SRE. When the contractor is required to submit the CC-257, a copy is required to be forwarded to the SRE. The SRE's only responsibility regarding the CC-257 is to monitor the contractor's submission of the forms, remind the contractor of the contract requirements if the forms are not being submitted, and inform the APM if the contractor is not complying with the submission requirements.

d. Although EEO surveying is not the responsibility of the RE, the compliance specialist planning and conducting a survey may contact the SRE and call upon him/her for information useful in the survey. The SRE will cooperate and offer appropriate assistance. Although SREs will not be expected to attend all survey conferences, they will be available as needed and furnish information requested for EEO purposes.

e. The RE should keep in mind that he/she is the VA construction "professional" who represents the VA viewpoint at the site, and his/her assistance and opinions may serve as the key to discovering EEO problems which otherwise might not be uncovered or resolved.

f. All complaints of discrimination received by the SRE, and relating to a VA project, will be forwarded immediately to the Office of Federal Contract Compliance, DOL (see figure 2-6a for list of appropriate addresses) with a complete report of all known facts. An information copy will be forwarded simultaneously to the APM. These matters are not for settlement by the SRE, but are for action by the Office of Federal Contract Compliance.

g. The SRE will ensure that all reports required of his/her office in the administration and enforcement of EEO are produced accurately and submitted promptly.

30. CLAIMS OF SUBCONTRACTORS AND MATERIAL SUPPLIERS

a. Pursuant to the provisions of PL 74-321 (the Miller Act), as amended, every construction contract in excess of $25,000 is supported by two bonds, a performance bond for the protection of the Government and payment bond for the protection of persons supplying labor and/or material in the prosecution of the contract work. Every person who has furnished labor or material in the prosecution of the work, for which full payment has not been made, has a right to sue, within certain statutory limitations, for the unpaid balance they consider is due. The suit must be commenced within one year after the date on which the last labor was performed or the last material was supplied by the claimant. The Government takes no part in fixing such date.

b. These provisions should be called to the attention of subcontractors and/or material suppliers making inquiry and it may be suggested that they seek their own legal counsel as to their rights under the Act.

c. Letters from subcontractors, material suppliers, or their legal representatives regarding claims will be referred to the APM.

31. PROJECT MEETINGS

a. The SRE should hold regular, preferably weekly, project meetings in his/her office at the project site for the purpose of discussing and resolving project questions and problems. The contractor, and subcontractors as appropriate, shall be encouraged to attend. A/E representatives, within the framework of their contract, may be invited at the discretion of the SRE.

b. The meetings should be conducted by the SRE and should be informal. These meetings provide for improved coordination, better understanding, faster handling of changes, discrepancies, submissions, etc. In addition, they provide an invaluable opportunity to recognize and cope with potential problem areas before they materialize.

c. Copies of the minutes of these meetings, noting results of discussions, etc., should be sent to the A/E and the APM. In addition, the minutes should be distributed to all parties attending, with an invitation for clarification of errors or omissions. Accurate and comprehensive minutes are useful in resolving subsequent problems or claims. (See example 2-7.)

d. The SRE should request regular meetings with the VAMC director to brief him/her on the status of construction, current and anticipated problems, delays in material shipment, delays in completion of the work, or an issue the VAMC may be interested in.

32. PHOTOGRAPHS

a. The SRE will direct the periodic taking of photographs illustrating the progress of construction. The photographs should complement the data submitted in both the Contract Progress Reports and the daily logs. The total number and type of photographs (black and white or color) are specified in the General Requirements of the contract specifications. The SRE may require a greater or lesser number, in which case an adjustment in price will be made as provided by the changes clauses (see General Conditions of the contract specifications). The majority of the photographs taken should be in support of the Contract Progress Report and should be taken near the end of the pay period for transmittal to the APM. Other photographs should be taken at any time to illustrate more clearly a job condition, especially in areas of potential controversy. Where photographs reflect discrepancies, the SRE should include his comments on corrective action being taken. Views should show work for which money was expended during the month. Neither stockpiles of material on hand nor mechanical equipment used in erection should be avoided, but both should be kept subordinate to photographing the work in place. Views should be selected so as to show variations from contract requirements rather than to conceal them. Photographs of the site or the building(s) should be taken prior to the beginning of work, and photographs showing no work was done in a given area during the previous month are as important for record purposes as those showing work completed.

b. Photographs selected by the SRE should cover the following categories of work:

(1) Two views of typical excavation from different points of each structure, before and immediately after footings are poured.

(2) Reinforced concrete slab work immediately before concrete placement showing reinforcing steel, screeds, and all other items required to be cast therein. Photographs of reinforcing steel should be taken from the end of the building wing toward the center on one part of a floor, and from the center toward the end of a wing on another part of the floor, varying the views from floor to floor, so as to show in the foreground different details of similar slabs.

(3) Typical examples of each type of construction, e.g., reinforced concrete foundations, foundation waterproofing, masonry walls before application of finish, concrete masonry unit walls to be exposed in finished work, brickwork, roofing, sheet-metal work, metal casework, ceramic tile, acoustical treatment, floor covering, radiation shielding, typical piping installation before furring or partitions are installed, and special interior and exterior finishes.

(4) Views of mechanical work, as large a variety as possible each month, should be taken. Typical views of HVAC systems should be taken as soon as practicable to permit early detection of improper installation.

(5) Interiors of completed buildings: two views from different points of main floors or lobbies, one view of typical elevator lobby, one view of typical operating room, one view of typical stairway, one view of typical pipe-space showing piping in place.

(6) Exterior view of each structure (or site thereof after any work thereon has been accomplished) taken monthly from two points of view showing as much as possible of work accomplished during the previous month. When no further progress of the structure can be shown by such exterior photographs, additional exterior photographs will not be required of that structure until the entire project is completed.

(7) A typical mechanical system installation such as plumbing, heating, air-conditioning, refrigeration, ventilating, etc. Also include

equipment for boiler plant, laboratory, dietetic, sterilizing, laundry, etc. One view of each type of equipment installation monthly until completely installed and finally when entire project is completed.

(8) Pertinent electrical system items of equipment. One view monthly until completely installed and finally when project is completed.

(9) Two views of each typical type elevator and dumbwaiter from different points in the shaft when completed but before car is installed. One view each of car interior, one floor entrance, and operating machinery when entire project is completed.

(10) Excavation of typical manhole and of typical trench showing utilities in place. One such view of each type utility.

(11) Special photographs as required to show any unusual installations, special situations, deviations, violations of safety requirements, etc.

c. The following suggestions will insure that adequate photographs are provided:

(1) The SRE will select the points from which photographs are to be taken and should inform the photographer sufficiently in advance to allow him/her to take advantage of changing light conditions and to have available necessary lenses, filters, floodlights, flash equipment, etc. The points of view selected should cause a minimum of distortion. All vertical lines of a structure should be parallel to the side of the photograph. Photographs of an elevation are preferred to show material stockpiled on the ground around the building. For views into sewer trenches, or footing excavations, or in small service rooms, some distortion of perspective may be unavoidable.

(2) Care should be taken by the photographer to assure that all photographs are sharply focused, clear, well-defined, and with contrast. The weight and grade of paper for prints should show all the detail of the negative and should not crease when used without mounting. The prints should be stain and fade proof. The size of the negative may be smaller than the print size providing no detail will be lost in the enlarging process.

(3) Each photographic print is to be labeled with a self-adhesive identifying label to be applied by the SRE. These labels may be purchased through office funds. The description to be typed on the label should be concise. Location should be defined such as building W elevation; looking N from grid lines A-2; looking S in C-3; W elevation room 304; etc., in such a manner that it can be related to the contract drawings (see figure 2-8). An up arrow should be added if necessary. If a description such as an arrow pointing to an area or device is necessary, it may be added to the print with an appropriate marker.

(4) No letter of transmittal is necessary either from the contractor or from the RE to the APM. The contractor should deliver the prints and negatives to the RE as soon as they are ready. One copy of each progress

photograph along with the negative will be prepared for forwarding with the Contract Progress Report. If the photographs are not ready when the progress report is mailed, they will be forwarded under separate cover as soon as they are available. Photographs must be shipped flat with corrugated fiber board packing. The outside of the mailing cover should be clearly marked "Photographs - Do Not Bend." When referring to a photograph, its number and date should be given.

d. Final photographs, taken at the completion of work, should be clear and sharp, but the views for these should be selected to show the structure at best advantage. These photographs should be suitable for display and for reproduction.

e. Requirements for final color photographs and interior color transparencies are stated in the General Requirements of the contract specifications. These final color photographs shall be forwarded to the APM.

f. In addition to the photograph requirements of the construction contract, REs are encouraged to secure instant type cameras to take photographs or videotapes of questionable areas of construction and/or construction activity to supplement the project records. Photographs by REs should be dated and consecutively numbered (separately from contract photographs) and identified with labels affixed to the back. Videotapes should show, internally on the tape, the date the tape was made.

g. Requirements for final color photographs are stated in the General Requirements Section 01010 of the contract specifications. The SRE will select from at least three views (proofs), one color photograph for each type of building.

33. TESTING REQUIREMENTS

a. It is the VA's policy to require certain materials to be tested and to arrange for these services through commercial testing laboratories. The VA may contract directly with the testing laboratory or the construction contractor may be required to retain the services of an independent testing laboratory.

(1) VA testing service contracts usually are written on a unit price basis with tests to be performed as directed by the SRE. An estimated number of tests are included in the contract but it may be necessary to add to or deduct from this number.

(2) VA testing service contracts are usually delegated to the VAMC for contracting. Consequently, when a change in one of these contracts is required, the SRE must request the change by memorandum to the contracting officer at the VAMC. The availability of funds for any changes must be coordinated with the APM.

(3) When testing services are a requirement of the construction contract, a certain number of tests per unit volume of material are generally required. The SRE must assure required tests are provided by requesting

tests through the contractor. Any change in the required number of tests is handled as a change to the construction contract.

b. The construction contract requires the contractor to test certain pieces of equipment, as well as certain mechanical and electrical systems. In some cases, it is desirable to test this equipment in the presence of a central office or A/E representative. It is the SRE's responsibility to coordinate these inspections and to assure that any pretesting requirements are fulfilled prior to final testing.

c. All test results submitted by an independent testing laboratory or by a contractor shall be reviewed immediately by the SRE who shall sign the face sheet of the test results, thus noting that they meet or fail the contract requirements or refer them to the A/E for his review as necessary. After coordinating with the A/E, the SRE shall notify the contractor of any necessary corrective action.

34. SCHEDULE OF COSTS AND CONSTRUCTION SCHEDULE

a. The VA uses one of two methods of tracking construction projects and providing payment to contractors. One method utilizes a computer generated CPM schedule and progress report. The other method utilizes a manually generated progress report (VA Form 6001a) and construction progress schedule (bar chart). Both methods require input from the contractor for the contracting officer's approval.

b. CPM PROJECTS: The contractor must submit his CPM schedules in accordance with the section "Network Analysis System" of the contract specifications. In addition to the arrow diagram, the contractor must submit a computer produced I-J schedule showing duration, trade, area, description, as well as early start, late start, and late finish dates for each activity. The SRE should immediately forward four copies of the arrow diagram and I-J schedule to the APM along with a diskette the contractor is required to provide. After the SRE has had time to review the material, his/her recommendations will be forwarded to the APM. This material will be reviewed by CPM Division (087F), as well as the contracting officer who will either approve or disapprove the schedule. The submittal will be returned to the contractor through the SRE.

c. NON-CPM PROJECTS: The contractor must submit his schedule of costs in accordance with the clause "Payment to Contractor" in the General Conditions of the contract specifications. The SRE shall instruct the contractor to prepare his schedule with a system of branches and sub-branches of work such that the major branches do not exceed the space available in Column A on VA Form 6001a. (See figures 2-9 & 2-18a-d) The contractor should be advised that such detailed submissions will aid in arriving at proper estimates for monthly partial payments. The contractor will also submit a progress schedule in the form of a bar chart in accordance with the clause "Schedule of Work Progress" in the General Conditions of the contract specifications. Both the cost schedule and the bar chart should be signed by the contractor and submitted in the number specified in the contract. After reviewing both documents, the SRE will forward all three copies to the APM with his/her recommendations. One copy of the submittal will be returned to the contractor through the SRE following the contracting officer's approval and one copy will be returned for the RE's files.

35. DAILY LOGS: FORMAL CONTRACT (VA FORM 08-6131)

a. The SRE will maintain in his project files reports prepared daily which give a comprehensive description of the work being accomplished, the workmen employed, the receipt of key material, the use of heavy equipment, visits to the project by interested parties, etc. This and other pertinent information will be collected daily from the contractor's daily report of workers and materials (see General Conditions of the contract specifications) and typed on VA Form 08-6131, Daily Log - Formal Contract (see figure 2-10). However, if the contractor's submittal is on the above form, the RE will not be required to retype the log in order to add his/her notes or comments. The RE's notes and/or comments can be typed on a separate sheet of paper, dated, initialed and attached to the daily log form.

b. When the SRE is assigned to projects located at more than one construction site and cannot visit each site every day, it is not necessary to prepare the daily log for the days he/she is not present at the job site. In that event, the log will also indicate the work which appears to have been accomplished in the period between inspections. If the contractor is submitting daily logs for the days the RE is not present, these may be used to prepare the daily logs, but it will be clearly stated in the remarks section that the information was obtained from the contractor and the RE was not present.

c. The prime need for daily logs is for use to settle questions of fact. The information given therein, though brief, should be complete enough to give a clear picture of work performed on any component part of the project at any particular time. If little or no work was performed on a given day, the reasons should be stated. Information on delays should be carefully recorded, since decisions pertaining to time extensions, liquidated damages, or suspension of work are based, in part, on the records in the daily logs.

d. Any matter mentioned in the daily log that requires action by the contracting officer will be discussed in a separate letter or other communication that will include all available supporting information.

e. Daily logs will be submitted until the day of substantial completion as established by final inspection. Thereafter, a diary will be kept as discussed in paragraph 36. Where partial acceptance of buildings is made, daily logs will continue until completion and final inspection.

36. DIARY

A diary shall be kept by the SRE on minor projects having contract value of $200,000 or less. Diaries shall also be kept on major contracts after the date of substantial completion. Diaries shall be typewritten on letter-size paper and shall contain the same information as a daily log. One side of the paper shall be used, and each page shall have the VA facility, the contractor, the contract number, and the project number in the upper right corner. Diaries need not have a separate page for each day, but will have all pages filled, using a ruled line to separate one day's report from the next. The diary shall be retained in the field office file. (See figure 2-11.)

37. SPECIAL RECORDS

When the RE is required to keep special records of the cost of work, either by specification requirement (such as for rock excavation) or by a change order where the exact amount of extra work will be difficult to determine, a separate record will be kept for each such account. The daily entries shall describe the work accomplished, number of employees working, the hours each worked, their trade and pay rate, the heavy machinery used (by hours and the rental rate), the material used (or record of deliveries), and such other cost data as may be pertinent. The daily logs submitted by the contractor shall be checked and any differences from the RE's record explained.

38. INTERRUPTION OF VA FACILITY UTILITY SERVICES

a. The General Requirements of the contract specifications for VA construction projects require the contractor to submit, in writing, a request when certain utilities are to be interrupted. If the specifications do not include such instructions, the SRE should inform the contractor all arrangements for work interrupting any service will be made in writing to the SRE at least 48 hours in advance of such interruption. This request must indicate the following:

1. Proposed date and type of interruption.
2. Reason for interruption.
3. Exact time at which interruption will start.
4. Approximate duration of interruption.

The SRE, upon receipt and evaluation of such notification, will forward it to proper VA facility authorities for approval. Upon such approval, the contractor will be so notified in writing. If the time suggested by the contractor is not satisfactory to the VA facility, the contractor will be immediately notified in writing and at the same time given a date and the time satisfactory to the VA facility. Immediately preceding the interruption, the SRE will check to determine if all affected departments have been properly notified.

b. On certain projects, municipalities, institutions, or public utilities are required to furnish certain services and connections to enable the hospital or installation to function. The SRE shall check all such matters, and if it appears there is any possibility, no matter how remote, that proper services will not be completed in time to meet the completion date of construction, the APM shall be notified giving full details and recommendations.

The SRE does not have the authority to change agreements made between the utility company and the VA. This authority lies with the Utilities Contracting Officer (087E3) in O/F.

39. RECORD DRAWINGS AND SPECIFICATIONS

a. The Plan Library Information and Retrieval Section (082C2) maintains the Plan Library Information and Retrieval System (PLIARS) to store working drawings. All working drawings are microfilmed on 35mm film for storage and reference purposes in central office. Working drawing sheets 28 inch by 42 inch are reduced to 1-1/2 inch by 2 inch and mounted on a 3 inch by 6 inch cards called "Aperture Cards." Because the aperture cards are thirty times smaller than the original drawing, the quality of the as-builts is extremely important. These original record drawings must be legible to create an aperture card that will produce a 1/4, 1/2, or full size print at some future date.

b. The RE shall keep two complete sets of prints of contract documents (specifications and drawings) on file, corrected to date, showing all changes in the construction of the project including site plans, profiles, and underground utilities. When possible, the RE will draw the changes on each sheet of the drawings (prints) using black or red pencil. All changes, notations, or corrections where sketches are not prepared by the A/E, shall be accurately drawn by the RE on his/her marked-up prints in sufficient detail so that the A/E can transfer them directly from the RE's marked-up prints to the original contract drawings. All changes, where the A/E did prepare sketches or revise drawings, need not be drawn on the marked-up prints furnished to the A/E by the RE. The RE may indicate that a change had to be made by pasting or taping a photocopy of the sketch or by inserting a copy of the revised drawing adjacent to or on the marked-up set. The RE will mark-up two sets of specifications, noting in front of each of the technical sections of the contract specifications, the actual selection of material that is used in the work. All options not utilized will be crossed out. The RE is not required to incorporate the amendments into the marked-up specifications, since all amendments should be left intact in the front of the specifications.

c. When the project is completed, the RE will do the following:

(1) On central office designs, the RE will update one set of prints and forward them to the PM for distribution to the appropriate technical services. The technical services will make the changes to the originals and forward them to 082C2. The Plan Library Information and Retrieval Section (082C2) will reproduce and send one set of erasable sepias to the facility. The Plan Library Information and Retrieval Section (082C2) will also transmit one set of blue aperture cards to the facility for its records after microfilming has been completed.

(2) On A/E designs, a copy of updated drawings will be sent to the RE for verification. If the drawings are acceptable, the RE will notify the A/E to send the originals to 082C2 for microfilming and shipping of erasable sepias and duplicate aperture cards to the facility. The A/E will provide washable front

reading mylars. If the drawings are unacceptable, the RE will advise the A/E of the problems and request a resubmission.

(3) On facility design, the RE, at the completion of each project delegated to the facility, the engineering officer will forward to 082C2 the set of original contract drawings showing all construction changes, additions and deletions made by the facility. The Plan Library Information and Retrieval Section (082C2) will be responsible for having the records microfilmed and will duplicate one set of aperture cards for transmittal to the facility together with the original drawings.

d. The Plan Library Information and Retrieval Section (082C2) will microfilm one set of the corrected record drawings of both A/E and VA designed projects and forward aperture cards to the facility. The RE's second set of marked-up specifications and drawings will be transmitted by the RE to the VA facility for their use, once the RE has no further use for them.

40. SUBMISSION OF SAMPLES, SHOP DRAWINGS, ETC.

a. The proper handling of submittals is one of the most important aspects of the construction process. Submittals that are not handled expeditiously can create costly construction delays. Submittals that are not properly reviewed can lead to materials not fitting properly or to improper materials being installed, sometimes with catastrophic consequences. The responsibilities for proper submission and review of submittals is shared by the contractor, designer, and SRE. The process must be a team effort.

b. The contractor will prepare his submittal in accordance with the "Samples and Shop Drawings" section of the contract specifications. These submittals will primarily consist of samples, shop drawings, manufacturers' literature, certificates, test results, etc., required for the approval of the material or equipment. The submittal will be forwarded directly to the A/E or the appropriate APM on O/F designed projects. To expedite proper review, handling, and filing of the submittal, the contractor should separate his submittals by the various specification sections, such as pumps (plumbing) - 15139, pumps (HVAC) - 15140, fans - 15822, engine generators - 16208, etc. A separate copy of the transmittal letter should accompany each submittal section. The contractor should forward a copy of the transmittal letter directly to the SRE who may request that the contractor forward a courtesy copy of the entire submittal if it is determined necessary.

c. The designer, either A/E or central office, will review the submittals for contract compliance and design intent. Any deviations should be appropriately noted on the submittal literature or drawings, and any specific recommendations for approval or rejection should be made in a separate cover letter. The designers review may identify the need for a contract change and recommendations should be made accordingly. Color selection recommendations should be made where appropriate and any questions the contractor has raised should be answered. The A/E will provide an approval stamp for the SRE's action and signature and assign a file number in accordance with the A/E contract. A similar procedure will be followed for stamping and assigning file numbers for central office designed projects, and the details should be coordinated with the PM.

d. The SRE has the ultimate responsibility in approving or rejecting a submittal, for assuring that the information relayed to the contractor is accurate, that the submittal is returned in a timely manner, and that any questions raised by the contractor have been properly answered. If the SRE experiences any difficulty in the timeliness or quality of the A/E's work, the APM should be notified immediately. The SRE must decide any matters of contract interpretation, but must be extremely careful in overruling any recommendations the designer has made on matters of engineering judgment. If the SRE does not agree with the designer's recommendations, the A/E should be contacted to avoid misunderstandings. Full advantage of all available resources such as central office professionals, testing laboratories, etc., should be utilized before overruling the designer. Decisions made in handling submittals can greatly influence the atmosphere and overall outcome of the entire project. Any decisions should be made in a fair and objective manner considering the best overall interests of the government.

e. The contractor is usually required to submit four copies of literature and one reproducible copy of shop drawings. Following their review, the A/E will retain one copy of the literature and forward the remaining copies to the RE along with his/her recommendations. Where reproducible shop drawings are involved, the A/E will retain the original and forward two reproducible copies to the RE. The procedure is the same for O/F designed projects, except the designer will forward the submittals to the RE through the PM. The SRE will complete and sign the approval stamp on all copies received and execute the return of submittal on VA Form 08-6225 (see figure 2-12). The RE will retain one copy of the return of submittal and submittal package. The original and two copies of the return of submittal will be forwarded to the contractor with the remaining copies of the submittal package. One copy of the return of submittal will be forwarded to the A/E (send the A/E copy to the APM for O/F designed projects).

f. On A/E designed projects, concurrent central office reviews are required for certain materials, equipment, and systems. These usually include concrete trial mixes, fire alarms, master T.V. antennas, audio-visual nurse call systems, and automatic transport systems. The requirements for these concurrent reviews are listed in the contract specifications. The additional material provided for in the contract should be forwarded by the contractor directly to the APM for central office review. If the central office review has not been received in the RE's office within 15 days of the transmittal, the PM needs to be contacted to expedite the review. The SRE shall not return the submission to the contractor until both the A/E and central office recommendations have been reviewed.

g. The contractor is required to submit certificates of compliance or results of tests conducted in the field. These should be submitted directly to the SRE

(1) Certificates of compliance which do not require a thorough review or approval should be filed in the subject file and one copy forwarded to the

designer for their records. No return of submittal is required to be forwarded to the contractor.

(2) Test results which should be reviewed, such as generator tests, Hi Pot testing of electrical cables, HVAC balance reports, etc., should be forwarded to the designer with a request for review and recommendations. These should also be filed in the subject file and, if there is no problem, no return of submittal is required to be forwarded to the contractor. If there is a problem that requires the contractor's attention, a letter should be written to the contractor listing the problems and required corrective action.

h. Upon acceptance of the work, approved samples, except those already installed in the work under contract requirements and those color samples discussed below, shall be returned to the contractor. Disapproved samples shall be returned to the contractor at completion of the contract only upon request.

i. A set of paste-ups containing samples of each color, texture, and pattern of wall covering, ceramic wall and floor tile, carpeting, and wood (in addition to paint color tabs which are not in the VA Master Paint Color List) will be forwarded by the APM to the RE at the beginning of the project.

(1) The SRE shall forward to the VAMC, Building Management Service, or designated color coordinator, a sample of each colored or stained material which is included in the paste-up as soon as it has been approved for installation in the project.

(2) The SRE will consult with the PM who will hold discussions with the O/F Interior Design Section (088B32) before any deviations to the planned color scheme are approved. This consultation will be required when color changes are contemplated for any part of the structure or building.

41. GOVERNMENT FURNISHED EQUIPMENT

a. A construction contract may identify certain equipment to be furnished by the VA and installed by the contractor (VC), or furnished by the VA and installed by the VA (VV). Such equipment will be listed accordingly on the contract drawings.

b. Procurement of the equipment is the responsibility of the VAMC director and is handled by the Chief A&MM service. The VAMC may have assigned a project coordinator or equipment management team to deal with government furnished equipment. The SRE should meet with them early in the project to assure that they are prepared to purchase the equipment as it is required. Tentative dates that the equipment will be required should be provided at this time, and the director should be kept informed of these dates as they may change. The contract usually requires written notice from the contractor 60 to 90 days prior to the date he will be ready to install VC equipment. However, equipment procurement lead times are often much longer than this. The SRE should verify with the VAMC to see if this time frame is realistic. Immediately upon receipt of the contractor's request, the SRE shall inform the director in writing and request the equipment be shipped to arrive by the date the contractor requested.

The importance of meeting this delivery date to avoid delaying the contractor should be stressed.

c. In the case of VV equipment, it may be necessary to allow VAMC personnel access to an area prior to final inspection. It will be necessary in such cases to arrange for a partial-final inspection of these areas prior to allowing such access.

d. It is essential for either category of equipment, VV or VC, that the building is prepared to receive the equipment being furnished. Although the contract drawings may show rough-in dimensions, utility services, etc., these may not correspond to the equipment actually being furnished. The SRE must coordinate the specific requirements with the equipment supplier, through A&MM Service at the VAMC. This usually requires that equipment rough-in drawings be obtained far in advance of the actual shipping date of the equipment. If the VAMC has set up an equipment management team, they will request that the SRE review their equipment procurement requests (form 1348) as an added coordination checkpoint to pick up any equipment not properly included in the design. It is often necessary to modify the construction contract to accommodate equipment being furnished. If there is a need for major changes to accommodate government furnished equipment, the SRE should discuss this with the APM. The RE should be aware that the designs of most new radiology suites are based on the use of the "Universal T". A provision of the equipment procurement contract stipulates that the radiology equipment be compatible with this T. If the RE discovers the proposed equipment is not compatible, he should advise A&MM Service so they can enforce the contract provision rather than have the construction contractor make changes. Another provision of radiology equipment contracts requires the supplier to "install" equipment. The RE should determine the limits of each particular contract to avoid issuing the general contractor a change order for work already provided for in another contract.

42. INTERPRETATION OF CONTRACT DOCUMENTS - TIMELY DECISIONS

a. The Government has an obligation to provide a contractor with complete and accurate plans and specifications. It is recognized; however, that these contract documents may not be perfect. If the plans or specifications are not clear, if unanticipated site conditions are encountered, if materials specified are unavailable, if a proposed phasing scheme is questionable, etc., the contractor should formally notify the SRE of the specific situation and request direction.

b. In assessing the situation, the SRE has considerable resources to rely on including the contract documents, the services of the A/E, the services of the VA retained testing laboratory, and the assistance of the O/F support staff in central office. It will often be necessary to furnish the contractor with detailed drawings or other information considered necessary to clarify contract requirements or describe contract changes that may be necessary. If a SRE is uncertain of his/her position, he/she should discuss it with the PM before taking a stance.

c. Any contract interpretation should be in writing and should be signed by the contracting officer or his designated representative. Under no circumstances should an A/E or any other person without specific contracting officer authorization formally or informally contact a contractor with respect to interpretation of contract plans or specifications.

d. In many cases, an expeditious assessment of the situation, development of a position, and issuance of a timely directive by the SRE is necessary to avoid, or at least minimize, a subsequent performance delay claim. Failure to formally address a verbal or written inquiry of a contractor when there is need for clarification can result in subsequent, serious, and legitimate claims by a contractor.

43. CONTRACT CHANGES

a. During the course of construction there often arises the need to change the contract. Therefore, the contract has built into it a device for making adjustments. The "Changes" clause in the General Conditions of the contract specifications gives the Government the right to make any changes within the scope of the contract. The "Changes" clause also protects the contractor by providing that each change be an equitable one. Changes in the contract may be proposed by the contracting officer, SRE, contractor, VAMC director or A/E. Changes in the contract may be issued only by the contracting officer or his authorized representative. (See Authority of the Resident Engineer - par. 21.)

b. All changes to the contract must be in writing; there are two documents to implement these changes: Supplemental Agreements and Change Orders. Both documents are implemented by executing an SF-30 'Amendment of Solicitation/ Modification of Contract'. The form is to be prepared by the RE's office for the signature of the SRE or for the contracting officer as appropriate (see figure 2-13).

(1) Supplemental Agreements are firm and finalized changes to the contract. Supplemental Agreements signed by the O/F Contracting Officer are called Central Office Supplemental Agreements (COSA) and are lettered sequentially by central office. Supplemental Agreements signed by the SRE are called Field Supplemental Agreements (FSA) and are numbered sequentially by the RE. Supplemental Agreements are bilateral changes which are mutually agreed upon by both parties to the contract. Unilateral changes are issued only by the contracting officer. A unilateral change is called a "Settlement by Determination" and may be appealed. (See figure 2-13a-d for samples of supplemental agreements.)

(2) Change Orders are issued when changes to the contract must be made promptly and there is insufficient time for the Government and the contractor to agree on an equitable contract adjustment. They should be used as appropriate to eliminate or minimize delays in contract performance. The pricing on a Change Order is tentative and must reflect the best estimate available at the time. Each Change Order must be canceled and superseded by a Supplemental Agreement or by a Settlement by Determination if an agreement cannot be reached on price and time. The funds obligated may be used to pay for the work

accomplished under the Change Order before conversion to a Supplemental Agreement. If it becomes evident that performance costs will exceed the fiscal limit of the Change Order, the original Change Order shall be superseded by another Change Order with a higher price which realistically covers the work being performed.

c. Once a proposed change has been identified, the SRE will request the contractor's cost proposal for the change(s) in the work or issue a Change Order, if appropriate. The SRE's letter should include a complete description of the proposed change along with sufficient supporting information such as drawings or sketches as appropriate, and any special provisions should be brought to the contractor's attention.

d. The contractor's proposal should be supported by his breakdown of costs as required under the Changes clause in the General Conditions of the contract specifications. The SRE must be familiar with the provision of the Changes clause, such as the dollar amount at which itemized breakdowns are required and any supporting data requirements, such as for rock or earth excavation. Basically, the specifications cover such matters as Federal old age benefit (Social Security) tax; credit items; allowance for overhead, profit and prime contractor's fee; etc. Sales or use tax upon materials should be considered as part of the cost in determining net value of such materials if it is paid by the contractor. The contractor's cost proposal should, in all cases, contain a statement as to the effect of the change on the contract time. Requests for additional contract time must be based upon the effect of the change on the time required to perform the contract work as a whole. For CPM projects, the contractor will be guided by the requirements in the NAS section of the contract specifications regarding information required in support of requests for additional time. For non-CPM projects, a statement describing how the change affected the work is usually sufficient to support a request for additional contract time.

e. All contract changes involving add or credit items of $5,000 or more will be supported by an independent detailed cost estimate prepared by the A/E, the SRE, or Central Office Estimating Service (see figure 2-14, Sample A/E Estimate). It is important that all estimates be dated and the estimator identified. The SRE shall request the A/E estimate at the same time a proposal is requested from the contractor. However, in some cases it is desirable to have the A/E estimate prior to requesting the contractor's estimate. Whenever the A/E is required to prepare design sketches or drawings he should provide an estimate simultaneously with the design work. A/E estimates may be requested for changes smaller than those cited above, but only as provided by the terms of the A/E contract. REs may prepare their own estimate in lieu of the A/E estimate, or in addition to the A/E estimate, for any changes where special conditions would render an A/E estimate unrealistic.

f. The RE will review the contractor's proposal to insure that it properly reflects the work involved, that it is accurate and complete, and that it is equitable. The contractor's proposal may be considered as an equitable adjustment when it varies slightly (within approximately 10 percent) from the Government's estimate (A/E, RE, or central office estimate for changes in excess of $5,000) or is considered reasonable by the RE for changes under $5,000. The

RE's evaluation of the proposal should be based upon total amount proposed by the contractor rather than on an evaluation of the component elements. The component elements will be compared against the A/E or RE's estimate when necessary to identify problems with the total proposal. When there is a major discrepancy between the contractor's proposal and the A/E estimate, the A/E should be asked to explain their estimate or provide recommendations. When the RE is convinced that the A/E's estimate is satisfactory and there is disagreement with the contractor's proposal, a meeting should be held with the contractor for the purpose of obtaining a satisfactory revision to the items in question. It is permissible to allow the contractor to modify their proposal by initialing all changes on the original and each copy. Allowances for overhead and profit will be negotiated but cannot exceed those percentages cited in the Changes clause in the General Conditions of the contract specifications for modifications that does not exceed $50,000. If there is any question as to what is covered in overhead, the SRE will have the contractor justify his position in writing and refer the matter to the contracting officer for action. Although the contract states that bond premium adjustment will be paid at the end of the contract, it is permissible to include charges for increases in subcontractors' bond premiums in individual contract modifications. Supporting documentation concerning the bond premium charges, such as a letter from the bonding company, should be furnished by the contractor.

g. Any change, although not exceeding the net limitation set forth in the applicable Contracting Officer Authority (COA), in which one or more of the following conditions are present, will be referred to central office for action:

(1) In which agreement as to price or time cannot be reached.

(2) Involving both additions and deductions in which either the additional work or the work omitted exceeds a value of twice the net limitation in the applicable COA.

(3) Involving changes in bed capacity, in the scope of the project, in space utilization, equipment, or increasing the area of finished space.

(4) Involving major structural changes in approved plans (except A/E project changes subject to A/E approval).

(5) Involving change in finishes, including paint color (except A/E project changes subject to A/E approval).

(6) Involving alleged fire or safety code deviations.

These may ultimately be referred back to the SRE for execution of a Change Order or Supplemental Agreement.

h. In support of all Field Supplemental Agreements and Field Change Orders, the RE will prepare and sign a "Price Negotiation Memorandum" in the format illustrated in figure 2-15.

(1) In the second major item, "Description of the Acquisition," include a chronology of events leading to the change and justification for making the change, including pertinent references to contract documents.

(2) In the eighth item include information on the A/E, central office, or the RE's detailed estimate and contractor's proposals. Specifically address the reasonableness of price and time, including any unusual conditions which might cause estimates to appear excessive.

i. Distribution of Change Orders and Supplemental Agreements will be as follows: (NOTE: It is necessary that the contracting officer, A/E, and SRE have copies of drawings or attachments mentioned in the body of the contract modification. The SRE must assure that if these parties do not already have these documents when the modification is issued that they accompany the Change Order or Supplemental Agreement documents. In some cases it may be necessary to provide the VAMC director copies of drawings or sketches).

1. Distribution of Field Change Orders will be as follows:

DOCUMENT	TYPE	TOTAL MINIMUM REQU'D	CONTRACTOR	FISCAL OFFICER	APM	RE FILE	A/E
SF-30	Original	1	1				
	Copy w/Orig. Sign.	3		3		(1)	
	Photocopy	3			2		1
PRICE NEGOTIATION MEMO (PNM)	Original	1			1		
	Photocopy	3			2	1	

(a) Three (3) copies of the signed SF-30 shall be referred to the responsible fiscal officer for proper validation. One (1) copy with appropriate validation will be returned to RE office for the FCO file. Fiscal service will forward one (1) copy to Austin Finance Center, CASCA (0475A3) and retain the other copy for their records. (See Figure 2-16a, example of cover letter to fiscal (04) for proper distribution from fiscal.)

NOTE: The original SF-30 shall be retained by the RE pending receipt of copy with validation by the fiscal officer.

(b) Forward original SF-30 to contractor after copy with validation is received from fiscal service.

(c) Forward two (2) photocopies of SF-30, and original and two (2) copies of PNM to APM. (See Figure 2-16b, example cover letter for proper delivery.)

(d) Retain one (1) copy of the SF-30, and one (1) copy of the PNM for FCO file. (Make additional copies as necessary for cross filing, i.e., 'A'.)

(e) Forward one photocopy of SF-30 to the A/E (on A/E assigned projects).

2. Distribution of Field Supplemental Agreements will be as follows:

DOCUMENT	TYPE	TOTAL MINIMUM REQU'D	CONTRACTOR	FISCAL OFFICER	APM	RE FILE	A/E
SF-30	Original	1	1				
	Copy w/Orig. Sign.	3		3		(*1)	
	Photocopy	3			2		1
PRICE NEGOTIATION MEMO (PNM)	Original	1			1		
	Photocopy	3			2	1	
INDEPENDENT ESTIMATE	Original	1			1		
	Photocopy	2			1	1	

(a) Supplemental Agreements are not signed by the RE or the contracting officer until after the contractor's signature is obtained. Upon receipt of the contractor's signed copies, three (3) copies of the signed SF-30 shall be referred to the responsible fiscal officer for proper validation. One (1) copy with appropriate validation will be returned to the RE office for the FSA file. Fiscal service will forward (1) copy to Austin Finaance Center, CASCA (0475A3) and retain the other copy for their records. (See Figure 2-16c, example of cover letter to fiscal (04) for proper distribution from fiscal.)

(b) The original SF-30 shall be retained by the RE pending receipt of copy with validation by the fiscal officer.

(c) Forward original SF-30 to contractor after copy with validation is received from fiscal service.

(d) Forward two (2) photocopies of SF-30, original and one (1) copy of contractor's proposal, original and two (2) copies of PNM, and original and one (1) copy of independent estimate (only required when changes exceed $5,000 - see paragraph 43.f) to APM. (See Figure 2-16d, example cover letter for proper delivery).

(e) Retain one (1) copy of the SF-30, one (1) copy of the contractor's proposal, one (1) copy of the PNM, and one copy of the independent estimate for FSA file. (Make additional copies as necesary for cross filing, i.e., 'A'.)

(f) Forward one photocopy of SF-30 to the A/E (on A/E assigned projects).

j. The SRE will list Supplemental Agreements and Change Orders on the next progress report and payment voucher. Where contract time is involved, the progress chart (on non-CPM projects) will also be appropriately amended if necessary.

k. The changes exceeding the SRE's COA will be submitted to the contracting officer and will contain the following (appropriate copies of each shall be retained in the RE's files):

(1) SRE's letter of transmittal, with one copy, containing the following information:

(a) Reason for the change, in detail, including reference to previous correspondence.

(b) Whether the proposed change involves any work already in place.

(c) Definite recommendation relative to price and time, as well as acceptance or rejection of the proposal in the case of a Supplemental Agreement.

(d) Indicate date when decision must be received in the field to avoid complications or delays in the contract as a whole.

(2) Original and one copy of contractor's proposal (both signed) for Supplemental Agreements: Include the original and one copy of the contractor's certificate of current cost and pricing data for Supplemental Agreements $100,000 and above. This certification must refer to the final agreed upon proposal.

(3) The A/E's recommendations and cost estimate if the project was designed by an A/E. If the RE elected to prepare the estimate, provide the estimate and cite reasons why an A/E estimate was not required in the letter of transmittal.

(4) The original and two copies of the completed SF-30. For Supplemental Agreements, the contractor must sign all three copies prior to submission to central office. (See figures 2-13a-c)

44. REQUESTS FOR ADDITIONAL TIME & TIME EXTENSIONS

Request for time and the issuing of same are broken down into two categories, additional time and time extensions. The SRE, through his/her COA, can issue contract changes involving additional time but not a time extension. The contracting officer can issue contract changes involving additional time as well as time extensions. The following explains the differences and under which contract clause they apply:

a. Additional time

(1) The "Changes" clause authorizes time adjustments due to approved changes in the plans and specifications, and the "Differing Site Conditions" clause covers adjustments due to unusual or latent physical conditions at the site which differ from those indicated in the contract documents. Time granted under these two clauses is called "additional time," and the number of days under the contract is increased in order to perform the new or changed work. Additional time is not necessarily the time required to perform the changed work, but rather the effect that the change has upon the time required for performance of contract work as a whole.

(2) When granted, additional time will be in increments of whole calendar days. In those cases where the effect of a change upon the time required for performance of the contract work as a whole cannot be determined, the Supplemental Agreement issued may be on a "time later" basis. When so issued, the statement in the Supplemental Agreement with reference to time shall read: "The cumulative effect of this change, with others issued or to be issued, upon the time required for performance of the contract as a whole will receive subsequent consideration."

(3) Determination of cumulative effect of changes upon contract time for performance should be made as soon as practicable after the changes are ordered. The granting of additional time; therefore, is by means of a Supplemental Agreement. In support of such a Supplemental Agreement, the SRE will prepare a memorandum justifying the additional time being granted. In those cases where the project is A/E designed, the A/E's recommendations and estimates should be obtained and considered.

b. Time extensions

(1) The Default clause of the contract documents allows the contracting officer to grant time for completion of the contract work due to unforeseen causes beyond the control and without the fault or negligence of the contractor.

(2) All delays identified in the Default clause of the General Conditions should be brought to the attention of the PM as soon as possible. Daily logs or diaries should carry a complete record of all delays.

(3) Where a strike has been called or is imminent, the SRE will notify the PM by mail or by telephone as indicated by the urgency of the situation. The notification should include the reasons for the strike and information as to whether the contractor desires the services of a labor conciliator. The SRE will keep the PM informed of developments during the strike, including the date the strike was called, trades affected, the effect of the strike on the contract as a whole, the date the strike ended, and any other pertinent information.

(4) Claims by the contractor for delay attributed to unusually severe weather must be supported by climatological data covering the period in question, as well as the same period for the ten preceding years. When the weather in question, in intensity or frequency, exceeds the ten year average, the excess experienced is considered to be "unusually severe." Comparison is normally on a monthly basis and since contract time is based upon calendar days, the days of the week are immaterial. Whether or not unusually severe weather delays the work would depend upon its effect of weather on the work under way at the time.

(5) After the delay is over, the contractor should submit to the SRE a report in quadruplicate for the time the contract as a whole was delayed. This report shall give the dates the delay began and ended, the cause of the delay, the particular part or parts of work affected, and the number of calendar days the delay affected the completion date of the contract as a whole. Since the

authority to issue a time extension is limited to the contracting officer, in forwarding the contractor's claims the SRE will include comments and definite recommendations, refer to previous correspondence where applicable, and include any additional information available.

c. Issuance of Time - Once it has been determined that a contractor is entitled to additional time, the SRE should immediately issue the time due if it is within his COA. If the time exceeds his authority, is related to a COSA or a time extension, he/she should still pursue the matter until the necessary time is issued.

45. LIQUIDATED DAMAGES

a. The General Conditions of the contract specifications provide a contractual means for the assessment of liquidated damages for overdue completion of the contract work.

b. Liquidated damages represent the fixed amount determined by the Government to be paid by the contractor for each day's delay in completion of the work beyond the specified contract time in lieu of actual damages that are not readily determinable. The contractor agrees to the terms of the "Liquidated Damages" clause when the contract is accepted. Liquidated damages are in no sense a penalty against the contractor and the SRE should be careful not to refer to liquidated damages as penalties, nor should it be implied to any contractor's representative that the contractor is subject to penalties for any cause.

46. DISPUTES AND CLAIMS

a. A dispute may arise over contract interpretation, the contractor's failure to deliver satisfactory performance, the Government's failure to take appropriate action, etc. Although negotiations with the contractor will usually result in an equitable adjustment or settlement of the issue, the parties may occasionally come to an impasse. The contractor may file a claim against the VA which is governed by the Contract Disputes Act of 1978 and is covered in the "Disputes" clause, Section 01001, of the General Conditions of the contract specifications.

b. A RE must always be aware of the possibility of claims and be alert for specific claim situations. In addition to direct costs, many claims will involve time and indirect costs. Proper documentation is crucial in defending the Government's position in claims. Once aware of the possibility of a claim, the RE must:

(1) Confirm that the overall CPM schedule is realistic.

(2) Confirm that the time on individual CPM activities is realistic.

(3) Ensure that daily logs are accurate and comprehensive. If possible, work on disputed items should be separated on the daily logs.

(4) Keep a handwritten or typed personal diary of events.

(5) Ensure all meetings are properly recorded and attending personnel are listed.

(6) Utilize photographs and/or videotapes to the fullest extent possible.

c. A claim by the contractor must be in writing and submitted to the contracting officer for a written final decision. The contractor's letter will be addressed to the contracting officer, but should be mailed to the SRE. The original of the letter shall be immediately forwarded to the APM and the SRE will review the claim for the following:

(1) Proper certification if the claim exceeds $50,000.

(2) Proper documentation including itemized cost breakdown, appropriate references to the CPM schedule where time is involved, etc.

(3) Proper description of the claim: Anyone reading the claim should be able to understand what it is about.

(4) Proper signature: The claim must be signed by an official of the company or a person properly authorized to act as the contractor's agent.

(5) Include the contractor's certificate of current cost and pricing data for contract changes $100,000 and above. This certification must refer to the final amount claimed.

d. If the claim is not in proper order, the SRE will promptly notify the contractor of the necessary corrections. If the claim is in proper order, the SRE shall forward a copy to the A/E for review and comments. Any additional pertinent information shall be forwarded to the APM as soon as possible.

e. Time is of the essence in preparing the documentation for the contracting officer's review. The contracting officer must render a decision on claims of $50,000 or less within 60 days and for claims over $50,000 must render a decision within 60 days or notify the contractor of the date by which the decision will be made.

f. The contracting officer's decision will be forwarded directly to the contractor with a copy to the SRE.

47. ARCHAEOLOGICAL FINDINGS AT JOBSITE

a. Identifying and taking measures to protect archaeological resources is an integral part of the VA's project planning process. Where archaeological resources are or might be factors, REs will be briefed well in advance of the time construction work is scheduled to begin.

b. Even with advanced planning, there remains the remote possibility that previously undetected archaeological resources will be exposed during construction. When this happens, the VA must report these findings and avoid damaging them until certain legally prescribed requirements are met.

c. Should anything such as bottles, nails, broken dishware, arrowheads, worked stone, burnt material or other "trash," old foundations, inexplicable changes in soil color or texture, or anything else that seems unnatural or out of place and not previously expected turn up as a result of ground disturbance during construction, the SRE shall contact the APM immediately and request the Historic Preservation Officer (086B) be notified. Work on the project; however, need not stop if it can proceed without further disturbance to the area within reasonable distance from the discovery location. Specific directions will be provided on a case-by-case basis.

d. If human bones, either confirmed or suspected, are encountered during construction, the SRE shall immediately telephone the VA Historic Preservation Officer and the contracting officer directly. Based on these discussions, the contracting officer may order the contractor to stop all work in the vicinity of the find, if necessary, to protect archaeological resources.

48. CONTRACT PROGRESS AND ACCRUAL REPORTS - PROGRESS PAYMENTS

a. General: Progress reports are used as a reporting system of the status of construction projects. Payment vouchers are the documents used to execute payment to the contractor and are based on the fiscal data included in the progress report. Accrual reports, which are only required for CPM projects, are an estimate of the total expenditures through the calendar month based on current progress. Progress reports and payment vouchers contain essentially the same information for CPM projects and non-CPM projects, but the preparation procedures and distribution are slightly different.

b. CPM Projects: When the contractor's CPM diagram has been approved (either interim or final), the APM will forward the required number of copies of the computer produced look-ahead report to the SRE. The SRE will forward the contractor's copies. The contractor may request up to five copies and the SRE may request as many copies as are needed. These reports will be used for the initial update, and new copies of the look-ahead report will be generated after each update.

(1) Monthly Update: In accordance with the Network Analysis System (NAS) section of the contract specifications, a date will be established for the submission of the look-ahead report to central office which is mutually agreeable to the contractor, SRE, and Critical Path Method Staff (087F). The contractor should submit his completed look-ahead report to the SRE approximately three work days, or as the RE determines necessary, before the scheduled monthly update meeting. The purpose of the update meeting, which should be attended by the contractor, his CPM consultant, and any subcontractors the contractor wishes to invite, is to:

(a) Review the contractor's updated look-ahead report including finish dates, duration, percent completed, etc., for each activity on the look-ahead report and any additional activities on which the contractor has worked, or that have a late finish date earlier than the date of the update.

(b) Review logic, durations, and cost data for change orders, supplemental agreements, and time extensions which are to be incorporated into the schedule, and the arrow diagram.

(c) Review logic revisions which may be required by the NAS section of the contract specifications or any revisions to the arrow diagram to maintain or increase its accuracy and to keep it current to the contractor's plan of construction.

(d) Review the contractor's request for material stored on and/or off site.

(2) Preparation of Look-Ahead Report: The SRE will prepare two copies of the look-ahead report in accordance with the instructions in the VA CPM Handbook H-08-11. One copy will be forwarded to the CPM Staff (087F) and one copy retained in the RE's file. Also, include copies of all changes to the contract issued in the field since the previous update. Do not include material invoices for material on site (MOS), the monthly narrative or any other correspondence. This material should be sent to the APM along with a copy of the transmittal letter to (087F).

(3) Distribution: Upon processing of the CPM look ahead report in central office, the computer produced Contract Progress Report, Progress Payment Voucher, and Accrual Report will be forwarded to the SRE (see figure 2-17). Upon receipt of these reports from central office, the SRE will present three copies of the Progress Payment Voucher to the contractor for verification and signing. The contractor will retain one copy for his records. Upon receipt of the signed payment vouchers from the contractor, the SRE will verify and sign all six copies of the Contract Progress Report, two copies of the Contract Progress Accrual Report, and two copies of the Progress Payment Voucher. Distribution will be made as follows:

(a) The original of the Progress Payment Voucher, the Contract Progress Report, and the Contract Accrual Report, as well as one copy of the progress report, will be forwarded to the VAMC Fiscal Service. Fiscal Service will forward the original documents to the VA Finance Center, CASCA (0475A3), P.O. Box 149979, Austin, Texas 78714 for payment action. The VA Finance Center in Austin will process payment to the contractor upon receipt of electronic mail authorize action from Construction Contract Administration Division (087E1), which should occur prior to receiving the documents from the facility.

(b) One copy of the signed Contract Progress Report will be forwarded to the APM.

(c) One copy of the Contract Progress Report, Progress Payment Voucher, and Contract Accrual Report will be retained by the RE.

(d) One copy of the Contract Progress Report will be forwarded to the contractor.

(e) A copy of the Contract Progress Report will be forwarded to the Architect-Engineer on A/E designed projects.

(f) If for some extenuating circumstance, a manual progress payment is made on a CPM project, normal distribution procedures will be followed except that a copy will be forwarded to the Critical Path Method Staff (087F) for their use in verifying future progress payments.

c. Non-CPM Projects: The SRE will prepare and distribute the Contract Progress Report and Contract Payment Voucher as follows:

(1) Progress Reports: A progress report will be prepared and submitted for each month after receipt by the contractor of the Notice to Proceed, whether or not any work was performed during the reporting period, until the contract is physically completed. (Physically completed is defined as when "value of work in place" equals "total contract amount less retainage)." A separate report will be submitted each month for each contract regardless of the kind of funds used. Where a contract is funded by more than one project or appropriation, the SRE must provide information for proper distribution of the funds. The distribution of funds should be discussed with the Chief, Fiscal Service, to determine the most appropriate method for indicating such disbursement on a case-by-case basis. VA Form 08-6001a will be used for the submission of the Contract Progress Reports. (See figure 2-18a-d for guidelines and specific instructions for completing VA Form 08-6001a.)

(2) Progress Payment Vouchers: Unless otherwise provided in the specifications, progress payments are made monthly as the work progresses or at more frequent intervals as determined by the contracting officer. The SRE shall prepare a Progress Payment Voucher covering payment due the contractor for work performed during the period, in accordance with the instructions set forth in figure 2-19. Payment shall be made for work in place as supported by the Contract Progress Report and for materials delivered to the site, but not installed under the provisions of paragraph 48. If no payment is being made for any period, for any reason, a payment voucher will not be prepared and the reasons will be stated in the remarks section of the progress report. Final payment vouchers based upon final settlement will be prepared by the contracting officer.

(3) Date of Submission: It is mandatory that REs mail progress reports to central office not later than the last working day of the month. Progress reports which cannot reach central office by regular mail within five calendar days after date of posting will be sent by express mail. Payment vouchers, as required, will be mailed together with progress reports. If a payment voucher is not prepared at the time of the progress report but at a later date, no additional progress report will be required provided the payment requested does not exceed what is supported by the previous progress report. If the payment requested does exceed the previous progress report a new progress report will have to be prepared supporting the payment requested. If, for any reason, it is necessary to delay the mailing of payment vouchers, progress reports will be distributed alone. Under no circumstances will the mailing of the progress reports be delayed.

(4) Distribution: Eight copies of the Contract Progress Report will be prepared and six copies of the Progress Payment Voucher. The original and one copy of the payment voucher (one tissue copy is to be retained by the contractor) are presented to the contractor for signature. After signature by the contractor, the SRE affixes the following certification to the original and one tissue copy:

"I CERTIFY THAT THE ARTICLES AND/OR SERVICES REPRESENTED BY THIS VOUCHER HAVE BEEN RECEIVED AND/OR RENDERED IN ACCORDANCE WITH THE TERMS OF THE CONTRACT.

Senior Resident Engineer"

Photocopies of the signed original payment voucher are acceptable for distribution. All eight copies of the progress report will be signed. Photocopies of the signed original are acceptable. Distribution will be as follows:

(a) The original of the Progress Payment Voucher and the Contract Progress Report with original signatures will be prepared for forwarding to the VA Finance Center (CASCA-0475A3), Austin, Texas for payment action. These reports will then be delivered to the VAMC Fiscal Service with one copy of the Contract Progress Report for their records. The Fiscal Officer must audit the payment voucher, enter the transaction type, and then forward the reports to Austin CASCA for processing. The Austin CASCA Unit will process payment to the contractor upon receipt of the authorizing electronic mail message from VA central office.

(b) Three copies of the Contract Progress Report and Progress Payment Voucher will be mailed to the APM. The APM will distribute one copy to Program and Policy Analysis Division (082D) and one copy to Construction Contract Administration Division (087E1).

(c) One copy of the Contract Progress Report and Progress Payment Voucher will be retained by the SRE.

(d) One copy of the Contract Progress Report will be forwarded to both the contractor and the A/E by the SRE.

d. In the event a correction is necessary on any payment voucher, the SRE will be notified of the action to be taken. If such correction will entail the preparation of a new payment voucher, the SRE should procure from the Chief, Fiscal Service, the original of the payment voucher previously submitted and destroy or permanently deface it before presenting the revised payment voucher.

e. Provisions have been made whereby telegraphic notice of a Change Order or Supplemental Agreement issued by the APM, prior to receipt of the formal document, will be recognized by the Chief, Fiscal Service, in processing payment vouchers. Such telegraphic notice is sent simultaneously with similar telegrams to the contractor, SRE, and Austin CASCA and serves as authority to include the Change Order or Supplemental Agreement in the current payment voucher.

f. Instances may occur where the retained percentage required by the contract is insufficient to cover the potential liquidated damages, anticipated punch list item, or previous overpayments. In these instances, the SRE should recommend to the APM that sufficient retainage be withheld to cover the potential damages. Adjustment in retainage must be reviewed monthly. Accordingly, in preparing subsequent progress payment vouchers, the SRE will not show such suspensions on the payment voucher. The amount thereof; however, is reflected in "Previous Payments," which is to be the cumulative aggregate of previous payments actually made.

49. PAYMENTS FOR MATERIALS DELIVERED BUT NOT INCORPORATED IN THE WORK

a. Pursuant to the terms of the contract, (see payments under Fixed Price Construction Contracts in the General Conditions of the Contract Specifications) the contracting officer may consider, in any payment, the value of materials and equipment delivered to the site, but not yet incorporated in the work. It is the policy of the VA, upon written request from the contractor, to consider in such payments the invoice value of not installed materials and equipment delivered to the site during the period covered by the voucher, provided the SRE is satisfied that the conditions listed in the specifications have been met. In addition to the conditions listed in the specifications, the RE should assure that:

(1) The materials listed are not in excess of the project requirements. A comparison of the aggregate value of materials or equipment for each branch of work in the cost schedule, where the materials or equipment are included, is a reasonable check to assure that the contractor is not being paid double for materials under both installed and stored categories.

(2) The contractor provides itemized invoices in duplicate from the vendor. Such itemization should be in sufficient detail that the RE can determine the value of installed portions of materials, and in sufficient time prior to an update to verify quantities of those materials.

b. When the foregoing conditions have been complied with, the invoiced values will be included in the payment voucher. The SRE will advise the contractor of the amount that is being included, but also advise him/her that the final determination as to the propriety of including payment for the specific not installed material or equipment rests with the contracting officer. One copy of the itemized invoice (or evidence of title for materials stored off site) will be retained by the RE and one copy will be mailed together with the contractor's request and the SRE's recommendation to the APM, with the progress payment voucher or the look-ahead report for CPM projects. The SRE will advise the contractor that requests for not installed material or equipment payments should be in his office in sufficient time for inventory and review of the material if approval is to be expected for the current month. Usually five work days before the end of the reporting period is sufficient.

c. Payments may be authorized by the contracting officer for materials delivered to an approved off site storage location, provided the contract is modified by an appropriate COSA. The drafting of the Supplemental Agreement is done in the field upon request of the contractor forwarded to central office for concurrence of the contracting officer. When such Supplemental Agreement is in effect, the procedure to be followed for payment for materials or equipment stored off site is identical to that described in paragraph a. above, except the contractor is required to provide evidence of acquired title. Satisfactory evidence of possession of title may be by one of the following:

(1) Submission of a paid invoice indicating that the prime contractor has paid for the material and/or equipment.

(2) A signed statement from the appropriate subcontractor or supplier indicating that title to the material is transferred to the prime contractor.

50. INSPECTIONS

a. RE job site inspections: A major responsibility of the RE is to monitor construction to assure compliance with the provisions of the contract documents. The RE must be aware of existing conditions, should strive to foresee future problems, and must be fair but firm. The contractor should be provided reasonable consideration within the contract requirements in regard to material, equipment, or methods. When the quality of work does not meet contract requirements, verbal notice will be given immediately to the prime contractor by the SRE. He/she will write a letter to the contractor confirming the verbal notice, identifying the specific deficiency, stating the work must be made to correspond with the contract requirements and citing the applicable contract reference which is not being met. Care should be exercised in arriving at decisions regarding unacceptable work. All defective work in place and subsequent or superimposed work is the responsibility of the contractor. That portion of the work, including any work dependent on it, may not be included in the "Contract Progress Report" nor paid for by the monthly voucher and the contractor shall be so advised in writing. The RE should strive to inspect the early work of each of the trades as they arrive on the job to minimize the extent of any incorrect work.

b. A/E Job Site Inspection: The A/E is required to perform site visits and inspections in accordance with the "Services During Construction Period" section of the A/E contract. The total number of such site visits is listed in the A/E contract and these will be made as directed by the SRE who will determine the professional discipline(s) required for each visit. Such job site inspections and visits are necessary to keep the A/E abreast of construction progress and allow additional verification of contract compliance. Visits should be coordinated to allow the A/E to witness the contractor's procedures near the beginning of a new task and thereafter as deemed necessary by the SRE. The A/E will observe the construction, advise the SRE of any deviations or deficiencies and recommend appropriate corrective measures in a written report. The SRE will maintain a site visit verification form (figure 2-20) in order to record the dates and durations of the A/E's site visits. Copies of these forms will be given to the A/E to submit with their payment vouchers to VACO. Maximum use of A/E visits is recommended.

c. Intermediate Inspection: This is an inspection normally made by the PM to observe construction quality and progress; resolve problem areas; spot-check project records; and to meet with facility personnel, the RE, the A/E, and construction personnel to encourage a well coordinated construction effort. The SRE may be asked to arrange meetings and provide specific documents or analyses for these inspections.

d. Joint Air Conditioning Inspection: All air conditioning systems 100 tons or over will be inspected when they are 30 percent and 70 percent completed. The SRE must notify the APM when installation has reached these percentages. The inspection team may consist of a representative of the A/E, and/or technical services representative and the PM, who will head the team. The basic intent of the 30 percent inspection is to review previously approved shop drawing submittals for all, or at least most, system components to determine if these components will possess those key features as called for by the specification. The basic intent of the 70 percent inspection is to observe construction activities to determine if the system components are being fabricated and installed in accordance with the contract requirements.

e. Transport Systems Inspection: Transport systems should be inspected by the A/E and/or VACO technical service when they are approximately 50 percent complete. The SRE must notify the APM when installation has reached this point. Inspection should be scheduled as part of a routine intermediate inspection.

f. Special Inspection: This is an inspection made by the APM, central office technical personnel, a consultant, etc., and/or the PM to acquaint themselves with the project, to research files, to interview personnel, to meet with local government officials, etc. The purpose of these inspections can be to gather data and/or participate in proceedings related to such items as contract appeal cases, contract changes, construction scheduling, or unforeseen job site problems.

g. Contract deviations noted during inspections will be discussed with the SRE and possibly with the contractor's representatives after coordination with the SRE. Inspection reports will include statements as to what action is contemplated on each deviation. If satisfactory corrective action cannot be agreed upon, the individual making the report is to recommend definite action in each case.

(1) The SRE, upon verification of deviations cited in the inspection report, shall promptly notify the contractor in writing to correct any deviations.

(2) When agreement on corrective action is lacking, the SRE will promptly submit a separate letter to the APM outlining any recommendations for items in question.

51. FACILITY PERSONNEL TRAINING AND OPERATING MANUALS

The contractor shall instruct VA facility personnel in the operation and maintenance of all new equipment and systems, as well as provide maintenance and operational manuals for each separate piece of equipment. These requirements are covered under the "Instructions" section in the General Requirements, as well as the technical sections of the contract specifications. The training should be scheduled near the end of the project, just prior to the final inspection. Training provided too early may need to be repeated due to personnel changes, problems with operating personnel retaining the training, etc. The manuals should be assembled into volumes according to technical sections of the contract specifications (series 11, 15, 16, etc.). The assembled data shall be transferred to the designated person a minimum of 30 days prior to training or to anticipated final or partial-final inspection date. The SRE may elect to retain one copy of the manuals until such time that he/she transfers to another project site or until the punch list work is completed. If possible, the SRE should make arrangements to videotape all training sessions and turn over the tape to the VA facility.

52. PARTIAL-FINAL AND FINAL INSPECTIONS

a. Partial-Final Inspection: This is an inspection made at the formal request of the contractor or when the contract documents require such an inspection for a portion of the project, when it is substantially completed or it is in the best interest of the VA to accept the use of the new or renovated area. The inspection will be made by representatives of the A/E or VA as appropriate. The procedures for conducting a partial-final inspection are the same as for a final inspection listed below. Special attention will be given to the description of any work being accepted from the contractor. If certain areas, systems, components, etc., are not to be accepted, this will be clearly set forth on the custody and transfer receipts to avoid the unintentional voiding of guarantee provisions. Once an area is accepted, the guarantee period will start for the accepted work only. These inspections often must be expedited as delay in accepting one area may delay the start of another. This may generate a delay claim by the contractor.

b. Final Inspection: This is an inspection made by representatives of the VA and the A/E, where applicable, when all portions of a project have been substantially completed.

c. Responsibility for Final and Partial-Final Inspections: The final or partial-final inspections are the responsibility of the contracting officer to whom the project is assigned. The supervision of such inspections normally will be by the SRE or the PM, designated in writing by the contracting officer as captain of the inspection team. As such, the team captain will act for the contracting officer in determining the acceptability of the contract work under the provisions of the contract documents.

d. Contractor's Request for Inspection: The construction contract requires the contractor to notify the contracting officer, through the SRE, when the contract work will be ready for final inspection. Since requests for final inspection may affect payments under the contract, all requests should be signed by a responsible official of the contracting firm, such as one authorized to sign payment vouchers. To facilitate scheduling of inspections, the SRE should notify the PM by telephone and submit a written request immediately to the APM who will in turn notify the contractor of the scheduled inspection date. If the SRE, upon receipt of a request for final inspection, has reason to believe the work will not be ready for final inspection on the date designated by the contractor, he/she will so advise the PM by telephone and the contractor in writing, giving reasons for his/her opinion and advising the contractor of the contract provision which places on the contractor the liability for the costs of reinspections. (See "Inspection of Construction" in the General Conditions of the contract specifications.) Past experience has shown that failure of a SRE to so advise the contractor often allows entire inspection teams to arrive at project sites only to discover the project is not ready for inspection. There is to be no deviation from this requirement that the SRE will advise the contractor in writing in cases where it is judged the project will not be ready for final inspection. It is critical that the fire alarm system and elevators function properly in pretests; otherwise, it is likely the medical center will be unwilling to accept the project even if all other major items are correct. If the contractor, notwithstanding such advice and explanation from the SRE, fails to withdraw (in writing) his request for final inspection, the SRE will immediately advise the PM by telephone and the APM by letter. The letter will include copies of pertinent correspondence between the SRE and the contractor. The SRE shall telephone the APM and advise him/her of project status prior to the departure of the final inspection team.

e. Composition of the Inspection Team: The professional disciplines to be represented and the identity of the members of the team, including those from the VA and those from the A/E's office, will be determined by the APM with the assistance of the SRE. Contractor personnel may be present but will not participate as part of the inspection team. To ensure standardization and consistency in the partial-final or final inspection procedures, the tasks and responsibilities normally assigned to the REs, inspection team captains, and other inspection team participants are listed below:

(1) Team Captain

(a) Evaluate whether the project is ready for final inspection based on firsthand information and the SRE's recommendation.

(b) Brief the inspection team personnel on the scope, sequence, and schedule of inspection. The team should be informed of status of project, including items and systems which will be inspected prior to their arrival at the project site.

(c) Notify the A/E of disciplines required to determine the number of people to be included on the inspection team.

(d) Upon establishment of team composition, notify the SRE of inspection procedures and schedule.

(e) At the project site, break the team into components which will inspect various portions of the job. Insure the timetable for the inspection is known so that all areas included in the inspection may be adequately covered. The inspection should begin immediately after the orientation briefing.

(f) Schedule the turn in of punch list items and review each set of punch list items and proposed completion items. Finalize these lists, the inspection report, and the various required transfer documents.

(2) Architect-Engineer Representatives

(a) Perform a detailed inspection of the project room-by-room.

(b) Point out operational problems and recommend possible completion items.

(3) Resident Engineer Staff

(a) Pretest all systems and equipment to insure operation.

(b) Along with the recommendation for final inspection, provide the team captain with an itemized listing of equipment and system status for all major project components.

(c) Furnish the team captain with a list of the contract deviations which have remained not corrected during the project.

(d) Prepare a prepunch list for the use of the team captain and possibly distribution to the inspection team. Such a prepunch list should cover such items as finishes, numbers and locations of fixtures, energized circuits, and utility supply. This prepunch list may be used as a guide.

(e) Insure that power is on, equipment is running, and areas are accessible during the inspection.

(f) Acquire materials, typing assistance, plans, etc., and arrange for availability of contractor's personnel necessary to support the inspection.

(g) Review, edit, and type punch list and recommend retainage due to punch list. Retainage should be sufficient for the Government to correct the items if the contractor does not. Recommend any necessary completion items.

(4) VAMC Representatives

(a) Participate in testing and inspection where possible.

(b) Recommend necessary completion items.

f. List of Items of Correction or Omission (Punch List) (see figure 2-21).

(1) At the time of partial-final and final inspection, submittals, certificates, special tools, maintenance manual, training, testing, etc., and outstanding items will be included on the punch list.

(2) Each team member will submit a list of contract deviations to the captain for inclusion in the consolidated list of items of correction or

omission (punch list). During the progress of the construction project, contract deviations will have been noted by the RE staff, A/E representatives, and O/F representatives. These should be reviewed carefully to assure that all such contract deviations which have not been corrected prior to the final inspection are included in the punch list.

(3) At the time of assembling punch list items for partial final inspections as well as the final inspection, a dollar value should be assigned to each item. These amounts can be utilized in adjusting the retainage and/or unpaid balance. The SRE shall calculate the dollar value of the incompleted punch list items prior to each remaining progress payment.

g. List of Proposed Completion Items: Each team member will submit any recommended completion items to the team captain. This completion item list will be submitted separately from the Final Inspection Report to the APM for subsequent action by the Completion Items Review Board. Priority action will be indicated on those completion items requiring accomplishment prior to activation of the facility.

h. Aborted Inspections: If after beginning the inspection, the captain concludes the project is not ready for beneficial use or occupancy, he/she will so inform the APM and obtain his/her concurrence to abort the inspection. The captain will also make a detailed written report to the APM and will list the major omissions and deficiencies upon which the recommendation was based. In addition, the captain will inform the contractor's job site representatives of the contracting officer's approval to abort the inspection. The team captain will advise the contractor of the specific reasons why the project, or parts thereof, are not acceptable for beneficial use or occupancy. The contractor will be advised of his liability to the Government for any reinspection costs.

i. Final Inspection Report, Custody Receipt, and Transfer Receipt: The final inspection report must, among other things, establish the date of substantial completion of contract work. The date of substantial completion is defined as the date the project is ready for beneficial occupancy. The actual date of substantial completion is the date requested by the contractor for the final inspection if, in fact, the inspection is successful. It marks the ending of the official contract time as relates to accrual of liquidated damages and commences the guaranty periods listed in the contract (see figure 2-22).

(1) Upon determining the contract work is substantially complete and beneficial occupancy is possible, the captain of the team will execute the custody receipt (see figure 2-23) with the contractor. On partial-final inspections, particular attention must be paid to the description of the work being accepted from the contractor. If physical space is accepted, but not the mechanical-electrical systems, this conditional acceptance must be clearly documented so that no guarantees are voided.

(2) Following a final inspection, the determination that the contract work is substantially complete, and execution of the custody receipt, the team captain will execute the transfer receipt (see figure 2-24) and transfer the project to the VA facility director. If the contract work is substantially complete and if there are items of design deficiency and omission, beyond the

contract requirements, of such a magnitude that will seriously interfere with the ability of the facility management to equip and prepare the facility for the receipt of patients, the transfer receipt may be deferred. In such cases, custody will be transferred to the VA facility director at an appropriate time determined by the APM in coordination with VHS&RA, VBA, or NCS. When the O/F accepts the project from the contractor, the VA facility director should be requested to provide security and normal maintenance for the new facility immediately after inspection.

(3) Guarantee items and associated guarantee periods shall be identified on every partial-final or final inspection report.

(4) The team captain will distribute the final inspection documents as follows: (He/she will provide photocopies of original after signatures, except as noted.)

(a) Partial-Final and/or Final Inspection Report

Original and 1 - Area Project Manager
1 - Facility Director
1 - Resident Engineer

(b) Custody Receipt

Original and 2 - Area Project Manager
1 - Contractor
1 - Facility Director
1 - Resident Engineer

(c) Transfer Receipt

Original and 2 - Area Project Manager
1 - Facility Director
1 - Resident Engineer

(d) List of Items of Correction and Omission (Punch List)

1 - Facility Director
1 - Contracting Officer
10 - Contractor
1 - A/E
Original plus additional copies required by the RE.

j. Immediately following final inspection, the SRE will prepare and submit a final progress report dated the same as the date of substantial completion to show the work as 100 percent complete. The report will also indicate the recommended retainage which the SRE will have coordinated with the APM.

k. The contractor may pose questions concerning items on the punch list. The SRE can handle routine questions. In the case of disagreements, i.e., when a contractor does not consider a punch list item to be a contract requirement, the SRE should forward the contractor's written position, with the SRE's own recommendations, to the APM.

l. The RE will continually monitor progress on completion of punch list items and will urge the contractor to resolve each item as soon as possible. As the contract omissions and deviations are corrected, the RE will inspect and, if corrections are found to be acceptable, will initial and date the two office copies of the punch list by the item completed. Items of correction which have been accepted by the APM through settlement will bear appropriate notation, such as: "Accepted by the Contracting Officer - see letter dated _____"; "Covered by Supplemental Agreement _____"; "Under Consideration by Contracting Officer"; etc. The contractor may discuss controversial subjects with the APM through the SRE before proceeding with the corrections. When major portions of a large punch list have been completed the contractor may request retainage be reduced. These requests will be forwarded to the APM with the SRE's recommendations. When all corrections are completed or satisfactorily disposed of, one copy of the initialed and dated punch list will be forwarded to the APM by the SRE with a letter of transmittal, stating that all corrections have been completed or resolved as noted. The remaining copy will be retained in the RE's office.

53. TRANSFER OF PROJECT AND RECORDS TO VA FACILITY

a. The following procedure will govern the transfer of construction projects to the VA facility: Any equipment, special tools, keys, maintenance manuals, etc., that are required by the contract should be turned over to the VA facility as the items are received from the contractor. These items should all be turned over prior to the final inspection. Early in the project the SRE should establish, with the VA facility director, a single point to which transfer of all equipment, manuals, etc., will be made. This point will usually be the VAMC's Engineering Service. Upon transfer of the items, the SRE must obtain a receipt signed by the designated person (see figure 2-25). One copy of the signed receipt will be forwarded to the APM and one copy will be retained in the RE's office. A copy of the transfer document will be sent to the VAMC's A&MM Service and they will obtain the necessary information from Engineering Service to create required property records.

b. Upon establishment of the date of substantial completion, the project or portion of the project completed will be officially transferred to the facility by execution of the transfer receipt. Upon completion of all punch list items, transfer all field files to the facility and obtain receipts from the VA facility director.

c. In some instances it is necessary to transfer the SRE prior to the completion of all outstanding issues. In these cases, the SRE will prepare a project status report to include all outstanding issues and other important information. The report will be provided to the APM for use in completing the project.

54. GUARANTY

a. The construction contract provides for a one-year (or longer) guarantee on material and workmanship commencing on the date the contract work is determined to be substantially complete. (See "Guaranty" clause of the General Conditions of the contract specifications).

b. To ensure initial monitoring of project guarantee items, specific information on the guarantee periods shall be included in each Partial-Final or Final Inspection Report, Custody Receipt, and Transfer Receipt.

c. The APM will advise the VA facility director by letter of the guaranty periods and the action to be taken by the facility on matters arising within the guaranty period. It is the VA facility director's responsibility to notify the appropriate APM prior to the expiration of the applicable guarantee expiration date, of any defective work requiring correction under the guaranty provision of the contract specification. When a RE or other O/F representative is stationed in the area, he/she may be assigned to examine the defects being reported and his/her endorsement should be attached to the facility's report.

d. The guaranty does not cover operator neglect or maintenance unless so specified. To qualify under guaranty provisions, it must be established that the trouble is due to defective material and/or workmanship and, in reporting on such matters, the exact nature of the difficulty must be described. It is not sufficient to state that the equipment or item involved "does not operate properly," or "is leaking," etc. A full report must be made indicating specifically wherein the material or workmanship is defective. The Government bears the burden of proof for showing that cited guarantee items are due to defective or inferior workmanship, material, or equipment. Accordingly, those items questioned by the contractor which cannot be proven will be eliminated by the contracting officer.

e. Those defective items found after the end of the guarantee period become the responsibility of the Government, except for latent defects which have no time limitation. Latent defects are those defects in an item that could not be reasonably detected by an on-site inspection. For example, foreign matter in a piece of equipment that is shipped intact could not be detected without taking the equipment apart. Damage caused by the foreign matter could be considered as due to a latent defect. However, should the Government operate the equipment after the defect is known and further damage the equipment, this would lead to partial Government responsibility.

55. COMPLETION ITEMS

a. Definition of Completion Item: Additional construction needs which are essential to the operation of a constructed facility consistent with the approved scope. The approved scope is based on the approved project submission and/or budget prospectus requirement, plus any additional approved scope changes. Availability of project funds is not a factor in determining the validity of a completion item.

b. Purpose of Completion Item: To make the facility a usable, functional unit; not to embellish the original design.

c. Items Qualified as Completion Items:

(1) National health care accreditation organizations deficiencies within the project scope, e.g., JCAHO requirements.

(2) National Life Safety and other national code deficiencies at the time of occupancy.

(3) Approved changes in project requirements which are not accomplished by change orders to the construction contract.

(4) Design errors and omissions relative to the approved scope.

d. Items Not Qualified as Completion Items:

(1) Items under $1,000 total cost. Grouping of individual unrelated items shall not be allowed.

(2) Items which would be a departure from the approved project scope and intent, e.g., a change to the approved program use or function of a space.

e. Completion Items Review Board: The Board will review proposed completion items for major and minor construction projects for the VHS&RA, the VBA, the NCS and staff offices. The Board is chaired by the O/F with representatives from the Deputy Assistant Secretary for Finance, and the involved user agencies. Refer to H-08-7, Construction Projects Handbook, for specific instructions on membership, submission format and processing requirements.

f. Time Control:

(1) Requests shall be submitted by the user agency within 12 months after the date that part or all of the facility is transferred from the O/F to the operating agency as being ready for beneficial occupancy, as documented by the Transfer Receipt.

(2) Allowance of project funds for each approved completion item must be made within six months after the date the completion item request is submitted by the facility.

(3) The initial obligation against such funds for each approved completion item must be made within 12 months after the date the completion item request is submitted by the facility.

g. Operating Control: The Deputy Assistant Secretary for Facilities, will establish necessary operating controls to assure that:

(1) No additional work will be authorized for accomplishment as a completion item, nor additional project funds obligated, except as provided in subparagraph f. above.

(2) If the initial obligation of allotted project funds has not been made within the time control cited in subparagraph f.3. above, the allotted project funds will be withdrawn.

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SAFETY, OCCUPATIONAL HEALTH AND FIRE PROTECTION

1. INTRODUCTION

a. **Purpose.** This appendix is to implement within the Office of Facilities MP-3, part III, which requires the Deputy Assistant Secretary for Facilities to establish and maintain for Office of Facilities employees at construction job sites, a safety, occupational health, and fire protection program, which has as its purpose the conservation of human and material resources.

b. **Availability.** This appendix will be attached to the "Handbook for Resident Engineers H-08-2" for Safety, Occupational Health, and Fire Protection for CH&DF projects. Available to members of the Resident Engineer Staff are:

(1) OSHA Safety and Health Regulations for Construction.

(2) OSHA Occupational Safety and Health Standards.

2. VA POLICY TOWARD SAFETY

a. **Basic Policy.** As a basic policy, consistent with established intent of the President and Congress, every level of management in VA is responsible for the prevention of accidents and injuries, including occupational disease, to persons under its control, and for the protection of VA records and property against loss by fire or other accidental damage.

b. **Priorities.**

In administration of the safety, occupational health, and fire protection program, consideration will be given first, to safety of patients and beneficiaries and of the public visiting VA premises; second, to the safety and occupational health of employees; and third, to the conservation of records and property.

c. **Work Practices.**

(1) Work methods and operating procedures should be adopted, and modified as required, to ensure that personnel should not be exposed to accidents or occupational health hazards.

(2) Employees at all levels should be required to follow safe work practices in performance of their work.

(3) Each supervisor should monitor work being done under his supervision to make certain employees know and follow safe work practices.

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3. DESIGNATION OF SAFETY AND FIRE PROTECTION OFFICER

a. **Deputy Assistant Secretary for Facilities.** The Deputy Assistant Secretary for Facilities should take appropriate administrative measures with respect to Office of Facilities personnel at construction job sites, to ensure that effective safety, occupational health, and fire protection programs are conducted at VA construction projects where VA construction personnel are resident.

b. **Senior Resident Engineer.** At VA construction projects where VA construction personnel are resident, the senior resident engineer (SRE) assigned by Office of Facilities should represent the Office of Facilities regarding Safety and Fire Protection.

4. RESPONSIBILITIES

a. **General.** The SRE should carry out tasks necessary to ensure the safety and occupational health of VA employees at the project, the safety of all visitors whose visits are arranged through his office, and the protection of all property under his jurisdiction. This task includes but is not limited to establishment and conduct of an active safety, occupational health, and fire protection program based on the procedures and standards outlined herein; Office of Facilities operating instructions; and requirements of the local situation. It requires aggressive leadership and continuing efforts to assure program effectiveness.

b. **Relationship With Employees.** The SRE would provide for:

(1) **On-the-Job Instruction.** Each new employee and each reassigned employee should be given on-the-job instruction, under the direction of the employee's supervisor, regarding potential hazards involved in the job and safe practices which are to be followed. This instruction should be documented.

(2) **Refresher Instruction.** On-the-job refresher instruction should be given, as appropriate, with emphasis on safe work practices required as a result of changes in job techniques and work procedures. This instruction should be documented.

(3) **Consultation.** The SRE should consult at least monthly with each VA employee regarding safety and occupational health matters, and should ensure that each VA employee should apply all established safe practices, should report unsafe conditions and unsafe practices to his

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supervisor, and should report to his supervisor, as promptly as practical, any occupational injury or occupational illness which he sustains.

(4) **Physical Fitness.** The SRE should ensure employees are assigned only to jobs for which they are qualified, trained on proper safety equipment, and physically able to perform safely.

c. **Emergency Procedures.** The SRE should ensure all VA employees are familiar with the procedures for getting fast medical aid. Telephone numbers of ambulance services, nearest medical facilities, and the nearest doctor will be posted prominently on the bulletin boards.

d. **First Aid Training.** Whenever a regular work area is remote from medical care facilities, the SRE should ensure selected personnel should be given training in first aid medical care and appropriate first aid supplies are provided. First aid care will always be rendered prior to transfer of accident or illness victim to a non-VA emergency care facility.

e. **Fire Hazards.** The SRE should establish an effective plan for controlling fire hazards which result from smoking or which are associated with materials used at the construction site. Trash and waste containers of less than 10-gallon capacity used for ordinary class A combustibles may be used uncovered provided the containers are constructed of noncombustible material as defined in NFPA Fire Protection Handbook. Trash and waste containers used for the disposal of materials subject to spontaneous combustion, generation of flammable vapors, or intense burning, and all trash and waste containers larger than 10-gallon capacity, should be equipped with tightly fitted covers, suitable swing tops, or other means of confining combustion within the containers. These containers and covers should also be constructed of noncombustible material and must not melt or deform if the contents ignite or the container is exposed to heat or fire.

f. **Pests.** The SRE should ensure pests are controlled in spaces for which he is responsible.

g. **Public.** At installations visited by the public, the SRE should ensure a plan will be developed and implemented to:

(1) Minimize potential hazards to members of the public and volunteer workers.

(2) Provide prompt medical care in the event of accidental injury.

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(3) Properly document and report each accident involving a member of the public.

(4) Provide adequate barriers to prevent public/visitors from entering the construction areas.

h. **Patients.** The SRE should ensure that at patient care installations, a program of procedures, practices, instruction, and surveillance should be conducted to minimize accidental injuries to patients.

i. **Protective Equipment.**

(1) The SRE should ensure personal protective equipment is provided by VA if justified as a protection and not merely as a convenience to the individual.

(2) VA SRE's are, by virtue of their position, responsible for the safety and occupational health of VA employees at the project, and responsible for determining the need and enforcing the use of safety equipment. Goggles, helmets, safety shoes, respiratory protection, first aid kits, and other appropriate safety aids are to be required by the SRE where his experience and good judgment dictate. The purchase of such safety supplies is authorized from Resident Engineer Office funds.

j. **Contractor.**

(1) The resident engineer should require the contractor and subcontractors to comply with the Workers' Compensation Law of the State wherein the project is located.

(2) If the contractor is an independent contractor and the VA has no contractual responsibility for safety of the contractor's employees, the VA SRE should be involved in contractor safety in only four situations:

(a) If the safety of VA employees or volunteer workers is endangered by contractor's activities.

(b) If VA visitors are endangered by contractor activities.

(c) If VA property or property under VA jurisdiction is endangered.

(d) If contractor employees or members of the public are likely to be injured as a result of the conditions for which the VA may be

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found negligent, the contractor should be notified of the contract provision and that he comply with all applicable provisions of the OSHA "Safety and Health Regulations for Construction." However, the U.S. Department of Labor has the responsibility to monitor the contractor for compliance and to initiate enforcement actions if appropriate.

(3) The contractor should maintain an accurate record of all cases of death, occupational disease, and traumatic injury arising out of, or in the course of performance of, his contract. He should report all such cases through the Resident Engineer to the Contracting Officer on forms prescribed by the Contracting Officer.

k. **Corrections.** All corrections necessary to property under VA jurisdiction should be made immediately. The contractor should be notified in writing of all corrections necessary to property under his jurisdiction, subject to the contract provisions. If the contractor fails to make the necessary corrections promptly, the VA SRE should maintain a current list of pending corrective actions which are necessary to abate potential hazards.

5. MOTOR VEHICLES

a. **Regulations.** When Government vehicles are authorized for use by the Resident Engineer Staff, they should be obtained from the VA station at the project site. Therefore, they are subject to the regulations and the motor vehicle safety program of the VA stations.

b. The definitions contained in chapter 930, Subchapter 1, "Motor Vehicle Operators," of the Federal Personnel Manual are applicable to VA motor vehicle operations. All applicable regulations set forth in chapter 930 will be followed in authorizing VA employees to operate motor vehicles for official purposes. Key provisions of chapter 930, subchapter 1, of the Federal Personnel Manual [as affected by Federal Property Management Regulations, Amendment G-77, February 1986,] are as follows:

(1) **National Driver Register Program.** The VA will participate in the National Driver Register Program established by the Department of Transportation. The purpose of the National Driver Register is to enable a driver background search of an employee (or potential employee) and to inform the agency if any information pertinent to the driver is revealed.

(2) **State Motor Vehicle Operator's Permit or License.** A valid state [District of Columbia, or Commonwealth] driver's license and VA

best copy available

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identification card must be in an employee's possession at all times while driving any motor vehicle for official VA purposes.

c. **Educational Program.** At all facilities where motor vehicles are operated on official business, an educational program will be conducted to inform dirvers regarding safe driving practices and defensive driving techniques. A motor vehicle safety educational program consisting of elements such as the following will be conducted:

(1) Periodic distribution of information regarding motor vehicle accidents, safe driving practices, and defensive driving.

(2) Periodic posting of motor vehicle safety posters.

(3) Periodic use of training aids such as motion picture films to educate and motivate drivers.

d. **Operating Requirements.**

(1) **Safety Inspections of Vehicles.** No motor vehicle will be operated unless it has passed required vehicle safety inspections. At the time of acceptance of a motor vehicle from GSA Motor Pool facilities or rental facilities, an inspection of each vehicle will be made to verify the general operating condition of the vehicle.

(2) **Vehicle Safety.** No vehicle will be operated if operational deficiencies, such as defective brakes or defective steering mechanism, are known to exist.

(3) **Use of Safety Devices.** Safety devices installed in vehicles, such as seat belts, will be used when the vehicle is in operation.

(4) **Transport of Materials.** Transport of materials and equipment will be done in accordance with applicable local, state, and federal laws and regulations.

6. ACCIDENT REPORTS

a. For definitions relating to accident reports, see the Facility Safety Officer (FSO).

b. **Reporting.**

(1) **Types of Accidents, Injuries, Occupational Illnesses, and Fires.** The following types of accidents, injuries, occupational illnesses, and fires should be recorded, investigated, and reported (NOTE: Anytime a CA-1, 2, or 6 is submitted, the incident is considered reportable and should be throughly investigated) and other accidental injuries to beneficiaries which occur on VA premises or while riding in VA-operated vehicles: (An intentionally inflicted injury of a beneficiary is not an accidental injury.)

(a) Fatal and other accidental injuries to members of the public which occur on VA premises or as a result of motor vehicle accidents involving VA-operated motor vehicles.

(b) Fatal and other employee occupational injuries and occupational illnesses. (An injury intentionally inflicted on an employee by another person while the employee is in the course of his or her employment will be reported and investigated in the same manner as an accidental injury.)

(c) Motor vehicle accidents which result in injury and/or property damage of $100 or more.

(d) Fires.

(e) Property damage accidents which result in damage of $100 or more.

(2) **VA Form 2162.** See back of form.

(3) **SF 91.** SF 91, Operator's Report of Motor Vehicle Accident, should be completed at the scene of a motor vehicle accident by the operator of the VA-operated motor vehicle. Copies of SF 91 should be carried in each motor vehicle owned or controlled by the VA, including privately owned vehicles used for official VA business.

(4) **Emergency Reports.** The SRE should report the following types of incidents to the Deputy Assistant Secretary for Facilities, and on station level projects to appropriate FSO, by telephone or telegraph. This report should be made within two hours after the occurrence (or outbreak, in case of fire), if this should fall within regular central office hours. If the incident should not occur during regular

business hours, this report should be made immediately on resumption of regular office hours. The report should describe the incident, give name and status of person or persons involved, and indicate the extent of property damage. Included also should be details as to the probable cause, responsibility, fire department response, method of investigation underway or proposed, and corrective action being taken.

(a) Fatal incident should not occur during regular business hours, this report should be made immediately on resumption of regular office hours. The report should describe the incident, give name and status of person or persons involved, and indicate the extent of property damage. Included also should be details as to the probable cause, responsibility, fire department response, method of investigation underway or proposed, and corrective action being taken.

(b) Accidental fatality to beneficiary or member of the public which occurs on VA premises or as a result of a motor vehicle accident involving a VA-operated motor vehicle.

(c) Fatal occupational injury or occupational illness to an employee, employment accident which results in the hospitalization of five or more employees, or after the occurrence of a death which is the result of an employment accident. (An injury intentionally inflicted on an employee by another person while the employee is in the course of his or her employment should be reported and investigated in the same manner as an accidental injury.)

(d) Motor vehicle accident, fire, or property damage which results in over $2,500 damage.

(e) An employment accident which results in the hospitalization of five or more employees, or which involves both VA employees and non-VA persons and results in a fatality or the hospitalization of five or more such employees or persons.

c. **Investigation of Accidents, Injuries, Occupational Illnesses, and Fires.**

(1) **Types of Incidents.** The following types of incidents should be investigated to determine causative factors and appropriate actions to prevent recurrence.

(a) Fatal or reportable accidental injuries to beneficiaries which occur on VA premises or while riding in VA-operated motor vehicles.

(b) Accidental injuries to members of the public which occur on VA premises or as a result of a motor vehicle accident involving a VA-operated motor vehicle.

(c) Recordable employee occupational injuries and illnesses.

(d) Motor vehicle accidents which result in personal injury and/or damage of $100 or more.

(e) Fires.

(f) Property damage accidents which result in damage of $100 or more.

(2) **Review and Coordination.** The SRE should:

(a) Coordinate investigation of incidents.

(b) Review investigation reports to assure adequacy.

(c) Arrange for transmittal of investigation reports.

d. **Employees Visiting or on Detail.** In cases where a VA employee is assigned to one installation and incurs a recordable injury while at another installation, the following rules apply:

(1) If the employee is not under the supervision of the installation at which the accident occurred; i.e., the employee is visiting the installation for the purpose of inspection or other official business, the injury should be charged to the installation on whose payroll the injured person appears. Investigation of the accident and the required accident forms should be completed by the installation at which the accident occurred. These reports in the required number of copies should then be furnished to the home installation of the employee for processing.

(2) If the employee of one installation is engaged in work, irrespective of its duration or type, under the supervision of another VA installation, the supervising office assumes responsibility for the safety of the worker. Investigation of the accident and submission of the necessary reports should be made by the supervising installation and forwarded to the home installation of the employee for appropriate action.

Department of
Veterans Affairs

Guide on Permanent Change of Station

March 1989

Office of Budget and Finance
(Controller)

DEPARTMENT OF VETERANS AFFAIRS
WASHINGTON, D.C. 20420

H-047-3
Revised
March 1989

THESE GUIDELINES ON PERMANENT CHANGE OF STATION ARE PUBLISHED FOR THE BENEFIT OF VA EMPLOYEES WHO ARE RELOCATING.

CHRIS SALE
Director, Finance Service

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INTRODUCTION

This pamphlet outlines the benefits and allowances which you may be entitled to receive as a result of your change of official station. It is not a copy of the applicable regulations and has no directive authority. The regulations covering change of station transfers for civilian employees are found in the Federal Travel Regulations and VA Manual MP-1, Part II, Chapter 2. If any differences exist between this pamphlet and the regulations, the regulations will govern.

You may not be entitled to reimbursement for all items included in this pamphlet. Your VA Form 70-3036c, Travel Authority for Permanent Duty will specify which types of allowances and reimbursements have been authorized for you. If you have any questions on reimbursement of expenses in connection with your transfer, you should contact your authorizing officer.

The following forms will be issued to document your change of official station:

> VA Form 5-3918, Intra-Agency Transfer Request, which is the agreement to remain in the Federal Service (to be signed by the employee)
>
> VA Form 5-4650, Notification of Personnel Action (issued by the Personnel Management Division)
>
> VA Form 70-3036c, Travel Authority for Permanent Duty (issued by employee's administrative office)

GUIDE FOR INCURRING AND CLAIMING EXPENSES INCIDENT TO CHANGE OF OFFICIAL STATION

PART A. General

1. COVERAGE: This pamphlet was prepared to furnish information to the Department of Veterans Affairs civilian employees who are being transferred at Government expense from one official station to another within the continental United States. For new employees in the shortage category and SES, see Part A, paragraph 6.

2. OFFICIAL STATION DEFINED: The term "official station" is defined as the building or place where an officer or employee regularly reports to duty.

3. IMMEDIATE FAMILY DEFINED: Any one of the following named members of the employee's household at the time he or she reports for duty at the new permanent duty station or performs authorized or approved overseas tour renewal agreement travel or separation travel:

a. Spouse;

b. Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support (the term "children" shall include natural offspring; stepchildren; adopted children; and grandchildren; legal minor wards, or other dependent children who are under legal guardianship of the employee or employee's spouse); and a child born after the employee's expectant spouse to the new official duty station is prevented at the time of the transfer because of advanced stage of pregnancy, or any other reason acceptable to the agency, such as awaiting completion of the school year by other children; and

c. Dependent parents (including step and legally adoptive parents) of the employee or employee's spouse (see below, for dependent status criteria); and

d. Dependent brothers and sisters (including step and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

Generally, the individuals named above in c. and d. shall be considered dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse, however, this percentage of support criteria shall not be the decisive factor in all cases: These individuals may also be considered dependents if they are members of the employee's household, and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

4. RELOCATION OF PERMANENT OFFICIAL DUTY STATION WITHIN A METROPOLITAN AREA: To be eligible for reimbursement due to a Permanent Change of Official Duty Station within a metropolitan area, the distance between the old official duty station and the new must be at least 10 miles. In addition, determination must be made that the relocation of residence is a result of the change of official duty station. The one way commuting distance from the old residence to the new official station must be at least 10 miles greater than from the old residence to the old official station.

5. LIMITATIONS:

a. Agreement Requirement. Before reimbursement of any expenses in connection with your move may be allowed, you must sign an agreement to remain in the Government service for twelve months following the effective date of transfer. If you violate the agreement, you will be liable for repayment of all money received by you for your change of station expenses. Repayment will be waived if you are separated for reasons beyond your control and acceptable to the Department of Veterans Affairs.

b. Time Limitation. All travel and transportation shall begin within two years from the effective date of change of official station. You should, however, endeavor to complete your travel and the shipment of your household goods at the earliest date possible.

6. NEW EMPLOYEES IN SHORTAGE CATEGORIES AND SES: Transportation may only be paid for the employee and immediate family (Part D), and per diem (Part D) only for the employee and not their family. They may also be paid for transportation and storage for household goods (Parts C and K). New employees are not eligible for payment of round trip to seek quarters (Part B), temporary quarters (Part G), real estate expenses (Part F), miscellaneous expenses (Part E) and relocation income tax allowance (Part K).

PART B. House Hunting Trip

When authorized in the Travel Authorization, an advance round trip may be paid for the employee and the spouse for the purpose of obtaining residence prior to the actual move. Separate round trips by the employee and spouse may be allowed provided the overall cost is limited to the cost of one round trip of the employee and the spouse traveling together. A round trip performed by the employee must be accomplished before reporting to the new station. A round trip by the spouse, when authorized, may be taken any time prior to the family relocating to the new station.

In no instance will the period of the round trip at Government expense be allowed in excess of 10 calendar days, including travel time. The regular rates of per diem (Part D), will be allowed to the employee and three-fourths of the amount will be allowed the spouse. If traveling alone the spouse will be allowed regular per diem.

If the use of a privately owned automobile is permitted, such use is deemed to be advantageous to the Government. Reasonable expenses for local transportation expenses for the period of the house hunting trip may be allowed.

Expenses for the use of taxis shall be limited to transportation between depots, airports or other carrier terminals and place of lodging. The employee is considered to be in duty status on working days within the authorized period of the advance trip. A house hunting trip will be authorized only when circumstances indicate that it is actually needed. As a general policy, allowances for temporary lodging (Part G) will be reduced or avoided if a round trip to seek permanent residence quarters has been made.

A house hunting trip may not be authorized at Government expense:

a. If the distance (via normally traveled route) from the old to the new station is less than 75 miles.

b. Until after the employee has formally agreed to the transfer and the date of transfer has been established.

c. Unless the agreement to remain in Federal Service has been signed.

PART C. Transportation & Storage of Household Goods

1. DEFINITION - HOUSEHOLD GOODS AND PERSONAL EFFECTS: Household goods and personal effects: means personal property which may be transported legally in interstate commerce and which belongs to an employee and the immediate family at the time shipment or storage begins. The term includes household furnishings, equipment, appliances, furniture, clothing, books, snowmobiles, vehicles with 2 or 3 wheels and similar property. It does not include property which is for resale or disposal rather than for use by the employee or members of the immediate family; nor does it include such items as automobiles, station wagons, airplanes, house trailers, boats, livestock, property belonging to any persons other than the employee or the immediate family, or any property intended for use in conducting a business or other commercial enterprise. The transportation of a privately owned house trailer, in lieu of household goods, may be allowed at Government expense as prescribed in the Federal Travel Regulations.

2. ORIGIN AND DESTINATION OF SHIPMENT: The shipment may originate at your old official station or at some other point, or partially at both, and the destination may be the new official station or some other point selected by you, or both. However, the total reimbursement will not exceed the amount that would apply had there been a one-lot shipment by the most economical route from the old official station to the new official station.

3. ARRANGEMENTS FOR SHIPPING: Supply Service will advise if shipment of your household goods will be by Government Bill of Lading (GBL) or commuted rate. On commuted rate you must make your own arrangements for the movement of your household goods and personal effects. Transportation services, including the services of packing, crating, unpacking, and drayage, when required, may be procured from any available common carrier.

When you make your own arrangements you will be required to pay the costs of transportation nd submit a claim for reimbursement. The claim is also required to be supported by the carrier's original bill of lading or a certified copy thereof, or other evidence showing origin, destination, and weight.

In instances when other than a common carrier is used and no bill of lading is available, you should obtain a statement from the transportation company showing the points between which the goods were actually moved. In addition, you should furnish in, or with, your reimbursement voucher the complete details, including a showing of the means employed in performance of the transportation - truck or otherwise - name of the party transporting your goods, ownership of the vehicles used, and other services.

You are cautioned that the estimate of cost given to you for packing and transportation by the carrier may exceed the estimated amount reimbursable under the commuted rate schedule. A frequent cause of this is the number of barrels, boxes, cartons, and insurance valuation that you have stipulated. Excessive unrecoverable costs may be minimized or avoided by giving careful attention to these items.

4. COMPUTATION OF ALLOWANCES: Reimbursement for packing, crating, drayage, transportation, and unpacking of household goods and personal effects will be made to you on a COMPUTED BASIS at rates per hundred pounds as provided in an established schedule of commuted rates. Actual expenses will not be used as a basis for reimbursement. The amount payable is the product of the applicable rate and the net weight of household goods actually transported (within the weight limitations prescribed below) by the short-line highway distance between two points. If the rate is not shown on the schedule for the actual distance transported, the rate shown for the next greater distance shall be used. If the weight transported is less than the minimum weight charged by the carrier, the reimbursement shall be the minimum weight charged instead of the actual weight transported. Your accounting office will have available a copy of the current commuted rate table.

5. WEIGHT LIMITATIONS: The maximum net weight of household goods that may be transported or stored at Government expense will not exceed 18,000 pounds limit for employees with or without families.

In instances in which professional books, papers and equipment (professional or specialized items) personally owned by the employee for use in the performance of official duties would cause the household goods shipment to be in excess of the maximum weight allowance, these items, upon approval, may be transported to the new permanent duty station as an administrative expense, (GBL) method only, not commuted rate.

6. ACCEPTABLE EVIDENCE OF WEIGHT: The net weight shown on the household goods bill of lading, or other bill of the carrier, is administratively acceptable unless the bill of lading shows only estimated and not actual weight. In this event, more positive evidence, such as a separate weight certificate identified with the shipment, is required. If constructive weight is used

because of lack of an adequate scale, the carrier will furnish a statement to that effect and will show the cubic measurement of the properly loaded van space occupied by the goods.

7. TEMPORARY STORAGE: If it becomes necessary for you to store your household goods and personal effects temporarily at the point of origin or destination, you may be reimbursed in accordance with the table of allowances in the commuted rate schedule. However, in no case may you be reimbursed an amount which exceeds the sum actually paid by you for the storage in question. Such expenses are considered to include actual storage at point of departure or destination, or at any intermediate point or points, or any combination of such points, not to exceed 90 days; drayage between storage and residence; and similar expenses, incident to the temporary storage. However, an additional period of storage, not to exceed 90 days, may be approved by the appropriate authorizing official if it meets certain specific conditions. Justification for this additional storage period may include:

a. An intervening temporary duty or long-term training assignment.

b. Nonavailability of suitable housing.

c. Completion of residence under construction.

d. Serious illness of employee or illness or death of a dependent.

e. Strikes, acts of God, or other circumstances beyond the control of the employee.

8. DAMAGE TO GOODS: Claims for damages or losses on shipments of household goods shall be made to the carrier which transported the goods. If you do not receive what you consider to be an equitable settlement from the carrier, you may make a claim against the Government under the Personal Claims Act, VA Regulations 14.664, for the amount which you consider due. Payment up to $25,000 may be made. For specific information on items allowable, conditions, requirements and limitations, contact your supply officer at your new duty station.

9. SUBMISSION OF REIMBURSEMENT VOUCHER: Your claim for reimbursement incident to transportation of your household goods and temporary storage, if any, must be submitted on Travel Voucher, Standard Form 1012.

Before submitting your voucher and supporting data to your administrative office, please check to see if you have complied with the following requirements:

a. The voucher, SF 1012, must show:

(1) The date, the pick up point and delivery point of your shipment, the short-line highway distance between the two points, and the weight and applicable rate per hundred pounds;

(2) A statement to the effect that prohibited items (see Part L) are not included in the weight for which reimbursement is claimed;

(3) A reference to prior voucher(s) when all the services rendered are not covered by the current voucher; and

(4) The beginning and ending dates of temporary storage, weight of the goods stored, rate per hundred pounds, the computed allowance, and the actual cost to you for the temporary storage. In no case may you be reimbursed any amount in excess of that actually paid by you for this storage.

b. The voucher must be supported by:

(1) The original receipted bill of lading, or a certified copy, or if no bill of lading is available, other evidence showing point of origin, destination, weight and evidence of payment;

(2) A weighmaster's certificate in all instances where there is reason to doubt the accuracy of the weight indicated on the carrier's bill of lading (see Part L); and

(3) A receipted storage bill showing the exact amount you paid for any temporary storage, the exact dates (from and to) the goods were stored, and the exact weight of the goods stored.

PART D. Travel and Per Diem

1. TRAVEL BY COMMON CARRIER: If transportation of yourself and immediate family is to be accomplished by common carrier (railroads, airlines, etc.), and the cost will exceed $100, you should obtain from your administrative officer a United States Government Transportation Request, SF 1169. The transportation request (T/R) is presented to the carrier, in lieu of cash, when purchasing tickets. A T/R is a negotiable instrument and should be safeguarded accordingly.

When members of your immediate family accompany you to your new official station, all tickets should be secured with a single T/R drawn in your name and showing the number of family members who will accompany you at Government expense. The name and relationship of each member of the immediate family and the ages of any dependent children shall be shown. If your immediate family expects to follow you to your new official station at some future date, it will be necessary for you to secure, at the proper time, the necessary transportation request, properly completed by the issuing officer and drawn in the name of the senior traveling member of the family, showing the relationship to you and the number of other members. The senior member will sign the request as traveler. When members of the immediate family are indicated only by number in the space provided on the face of the request, their names and relationships to you, plus ages of children, will be given.

Even though transportation by common carrier may be the only expense involved in a particular transfer, a voucher must be submitted. Those facilities that use a Travel Management Center may use it to obtain the necessary tickets. If transportation is paid in cash, or by a Travel Management Center, retain the passenger coupon as a receipt to be submitted with your reimbursement voucher.

2. TRAVEL BY PRIVATELY OWNED VEHICLE: Payment of a mileage allowance, when authorized or approved in connection with the transfer, will be allowed as follows:

Occupants of Automobile	Mileage Rate (in cents)
Employee only, or one member of immediate family	15
Employee and one member, or two members of immediate family	17

Occupants of Automobile	Mileage Rate (in cents)
Employee and two members, or three members of the immediate family	19
Employee and three or more members, or four or more members of immediate family	20

Except under special circumstances, the use of only one privately owned vehicle (POV) is authorized as more advantageous to the Government. If more than one POV is used, but not justified under the special circumstances, then the allowances are paid as if all persons involved traveled in one automobile, unless they traveled at different times.

3. ALLOWABLE PER DIEM: Allowable per diem begins at time of actual departure from the old station and ends upon actual time of arrival at the new duty station, irrespective of the effective transfer date. The allowance is based on the usually traveled route between the old and new official stations. No per diem will be allowed for travel of less than 10 hours within CONUS, outside CONUS this 10 hour rule does not apply. New employees are only entitled to per diem for themselves and not for their immediate family. Allowance rates are as follows:

For the employee:	The administratively established amount for regular travel. Based on lodging + $26 (in CONUS) not to exceed a total of $66. Outside CONUS the rate of reimbursement is the established rate for that area.
For the spouse:	When accompanied by the employee, three-fourths of the amount allowed the employee, the same amount to which the employee is entitled above. When more than one POA is used, the spouse will be considered to have been accompanied by the employee if travel is on the same days along the same general route.

For each additional member of immediate family: Age 12 through 20, three-fourths of the employee allowance rate; under 12, one-half the employee allowance rate.

When travel is by privately owned automobile, the per diem allowances will be based on the actual travel time but will not exceed that required for a minimum driving distance of 300 miles per calendar day, except when not possible because of uncontrollable events such as highway detours, snowstorms, hurricanes, tornados, excessive rainfall, earthquakes, landslides and sandstorms. In such situations the excess driving time and/or distance must be fully justified on the voucher.

PART E. Miscellaneous Expenses

Certain miscellaneous types of expenses associated with, and inherent in, discontinuing residence at one station and establishing residence at a new station, may be reimbursable, when fully supported by receipts, paid invoices, or itemized statements, and properly authorized or approved. The maximum week's basic compensation or that of a GS-13, Step 10, whichever is the lesser amount; for an employee with immediate family, two weeks' basic compensation or that of a GS-13, Step 10, whichever is the lesser amount.

A claim may be made without supporting evidence of expenses, in which case the allowance will be as follows:

a. $350 or the equivalent of 1 week's basic pay, whichever is the lesser amount, for an employee without immediate family.

b. $700 or the equivalent of 2 weeks' basic pay, whichever is the lesser amount, for an employee with immediate family.

Examples of the types of costs which are reimbursable under this allowance are as follows:

a. Disconnecting and connecting appliances, equipment and utilities involved in relocation, and cost of converting appliances for operation on available utilities.

b. Cutting and fitting rugs, and the alteration of draperies and curtains moved from one residence quarters to another.

c. Utilities fees or deposits that are not offset by eventual refunds.

d. Forfeiture losses on medical, dental and food locker contracts that are not transferable.

e. Automobile registration, driver's license and use taxes imposed when bringing automobiles into some jurisdictions.

Part F. Real Estate Expenses

1. TERMINATION OF LEASE AT OLD STATION: Expenses incurred for settling an unexpired lease on residence quarters at the old station may be reimbursable when (1) the terms of the lease provide for payment of such expenses; (2) such costs cannot be avoided by sub-leasing or other arrangements; and (3) the employee has not contributed to the cost by failing to give timely notice of intent to move promptly after having knowledge of the transfer to a new official station.

2. SALE AND/OR PURCHASE OF RESIDENCE: There is a program which you may wish to participate in with a Relocation Service company on a guaranteed home sale service. For more details see Part M of this guide. Charges made for required services in buying and selling dwellings may be reimbursable provided they are customarily paid by the seller at the old official station. Information concerning local practices and costs can be obtained from the FHA offices serving the area of sale or purchase.

Certain costs are reimbursable only in connection with the sale of a residence; other costs may be reimbursed in connection with either the sale or purchase. Listed below are examples of reimbursable real estate expenses. For specific information on items allowable, conditions, requirements, and limitations, contact your authorizing officer.

a. Examples of Reimbursable Expenses. The following expenses are reimbursable with respect to sale or purchase of a residence to the extent they do not exceed amounts customarily paid in the locality of the residence.

(1) Brokerage Fees - The amount of the sales commission paid a broker or real estate agent for sale of former residence. Also fees for listing a residence and payment for multiple listing service, if not included in commission paid to broker or real estate agent.

(2) Advertising - Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent.

(3) Appraisal Fee - The amount paid to a professional appraiser for establishing a suggested sales price for the residence.

(4) **Legal and Related Fees - The amounts paid for costs of searching title, preparing abstracts and legal fees for a title opinion, title insurance policy where customarily furnished by the seller, costs of preparing conveyances, other instruments and contracts, related notary fees, costs of making surveys, preparing drawings or plats, recording fees and recording taxes or other charges incident to recordation.**

(5) Mortgage Prepayment Penalty - The amount paid as required in the mortgage or other security instrument as a charge for prepayment; or if not specifically required by the mortgage instrument, the amount paid is limited to 3 months of the prevailing interest on the loan balance.

(6) Lenders Appraisal Fee - The amount paid for the mortgage lender's charge for residence appraisal.

(7) Loan origination fee (usually limited to 1%).

(8) FHA and VA application fee.

(9) Certifications - The amount paid for any required certification as to structural soundness or physical condition of property, when required by mortgage lender, FHA or VA.

(10) Credit Report - The amount paid for credit or factual data report on the buyer, if required by mortgage lender, FHA or VA.

(11) Mortgage Title Insurance Policy - The amount paid for this insurance by the employee on a residence purchased by the employee for the protection of, and required by, the lender.

(12) Owner's Title Insurance Policy - The amount paid for this insurance provided it is a prerequisite to financing or the transfer of property, or if it is inseparable from the cost of other insurance, which is a prerequisite to financing or to transfer of property. Also, when this insurance is required by state law.

(13) Expenses in connection with construction of a residence, which are comparable to expenses that are reimbursable in connection with the purchase of an existing residence.

(14) Escrow Agent's Fee - The amount paid to an escrow agent, title company, or similar entity for closing a real estate transaction.

(15) State Revenue Stamps.

(16) Sales Tax, Transfer Tax, or Mortgage Tax.

NOTE: In accordance with the real estate expense provisions of the Federal Travel Regulations, costs of insurances against damage or loss of property, maintenance and operating costs, and property taxes are not reimbursable. Also, mortgage discounts, points, VA funding fees, FHA insurance, interest on loans and losses in connection with the sale or purchase of a residence due to price or marker conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge or expense is reimbursable which is determined to be part of the finance charge under the Truth in Lending Act, Title I - Public Law 90-321, unless it is specifically authorized in the Federal Travel Regulations.

b. Limitations.

(1) Sale of Residence. Reimbursement shall not exceed 10% of the actual sale price or $17,813, whichever is less.

(2) Purchase of Residence. Reimbursement shall not exceed 5% of the purchase price or $8,907, whichever is less.

(3) The above monetary limitations on sale and purchase of residence are increase each year effective October 1, based on the percentage change of the Consumer Price Index.

c. Time Limitations. The settlement date for the sale and purchase or lease terminations transactions for which reimbursement is requested must not be later than two years after the date on which the employee reported to duty at his new official station, except that an additional period of time not in excess of one year may be approved when it is determined that purchase or sale of residence is directly related to the change of station. The request for the additional year must be made 30 days prior to the expiration of the first two-year term.

PART G. Temporary Lodging

In justifiable cases, and when previously authorized, reimbursement for subsistence expenses may be allowed for the employee and immediate family while occupying temporary living quarters at the old or new station. The period of such occupancy is to be minimal and may not exceed 60 days, and under compelling reasons which are acceptable to the Agency another period of an additional 60 days may be granted. Under no circumstances may temporary quarters exceed 120 days.

Examples of compelling reasons which could be considered as beyond the employee's control for purposes of granting this extension may include but are not limited to the following situations:

(a) Shipment and/or delivery of household goods to new residence is delayed due to extended transit time incident to ocean transportation, strikes, customs' clearance, hazardous weather, fires, floods, or other acts of God, etc.

(b) New permanent residence cannot be occupied because of unanticipated problems (i.e., delays in settlement on new residence, short term delay in construction of a new residence, etc.).

(c) Inability to locate permanent residence which is adequate for family needs because of housing conditions at the new official station.

(d) Sudden illness, injury, or death of employee or immediate family member.

Allowable expenses include only charges for meals, lodging, fees and tips incident to meals and lodging, laundry, and cleaning and pressing of clothing. The amount which may be reimbursed shall not exceed the following:

(a) 1st 30 days	
Employee per diem rate or spouse unaccompanied by employee	$66.00
Accompanied spouse and members of family over 12 years old	44.00
Each family member under 12 years old	33.00
(b) 2nd 30 days and additional 60 days	
Employee per diem rate or spouse unaccompanied	49.50
Accompanied spouse and members of family over 12 years old	33.00
Each family member under 12 years old	24.75

Temporary lodging begins at the first day the employee or any dependent begins allowable temporary lodging and extends sixty days from that date. Any member of the allowable family group who enters temporary lodging after the period begins is paid at the rate authorized in the thirty day period effective at the time they enter. This means if the employee leaves first and enters lodging on March 1, and dependents arrive and enter temporary lodging on April 15, they receive the rate for the second thirty day period. Late arrivals entering temporary lodging are paid based on the period they enter. Per diem and temporary lodging allowances cannot be paid for the same quarter of the day.

As a general policy, allowance for temporary lodging will be reduced or avoided if a round trip to seek permanent residence quarters (Part B) has been made.

PART H. Advance of Funds

Advances may be issued for per diem and transportation not covered by a transportation request for the employee and dependents during change of station travel, for the employee and spouse during the house hunting trip, and for subsistence expenses while occupying temporary quarters. Advances which cover more than 30 days of Temporary Quarters allowance may not be given at one time.

Travel advances may not be issued for allowances for miscellaneous expenses covered in Part E, allowances for expenses incurred in connection with real estate transactions unexpired leases as covered in Part F or Relocation Income Tax allowance as covered in Part K.

Advances may cover transportation and storage of household goods. Requests should precede the actual accomplishment of the shipping by no more than 15 working days.

Requests for advance of funds should be accomplished by your administrative officer on SF 1038, Application and Account for Advance of Funds.

All advances should be liquidated within 10 working days after completion of each purpose for which the advance was issued.

PART I. Submission of Vouchers

All claims for reimbursement will be made on SF 1012, Travel Voucher. Vouchers will be used for claiming allowable expenses and will be submitted immediately after completion of the travel or the incurrence of the expense. The employee will insure that each voucher is complete as to form, facts, details and supporting evidence in accordance with applicable travel regulations. The employee is responsible for the correctness of all statements made on the voucher.

1. HOUSEHOLD GOODS: Vouchers for transportation and storage of household goods are covered in Part C.

2. TRAVEL AND PER DIEM: It is necessary to show in the travel voucher the date and hour of departure from the old official station and the date and arrival time at the new official station. The individuals covered by the claim must be identified.

a. If travel was obtained by a transportation request, attach the memorandum copy of the T/R to the voucher.

b. If travel was performed by privately owned conveyance, speedometer readings or mileage as shown in the Standard Highway Mileage Guide, must be stated on the voucher. Mileage substantially in excess of that shown by the Standard Highway Mileage Guide must be explained on the voucher. Mileage rates will be determined by the number of occupants in the car (See Part D). In addition to the mileage allowance, claims may be made for the cost of ferry fares, bridge, road, and tunnel tolls.

c. Per diem allowances are covered in Part D.

3. MISCELLANEOUS EXPENSES: (Part E): If an amount is claimed in excess of the $350 or $700 outlined in Part E, then the entire amount has to be supported by receipts or documentation indicating that employee made payment.

4. REAL ESTATE EXPENSES: (Part F): VA Form 70-3036d, Transferred Employee Application for Reimbursement of Real Estate Expenses, must be completed upon the sale of the old residence or the purchase of a new residence (or both) incident to a permanent change of station, and attached to the voucher (SF 1012) for reimbursement of real estate expenses. This must be further supported by documentation as follows:

Action	Documents Needed
Residence Lease Termination	Copy of lease, receipts for lease termination fee
Sale	Copy of settlement sheet, loan closing statement, receipts, and contract for sale
Purchase	Copy of settlement sheet, purchase agreements, receipts
Other (credit checks, advertising)	Receipts, paid invoices

The VA Form 70-3036d, with all the documentation will be submitted to the Loan Guaranty Officer who covers the area where the transaction took place and who will determine whether the charges are reasonable and customary in the area. Then the VA Form with the documentation will be returned to the new station to be signed by the authorizing official at the new duty station.

5. TEMPORARY LODGING: (Part G): Vouchers on temporary quarters subsistence must be supported by receipts for the lodging involved; laundry and dry cleaning. Other items in the claim will be reviewed for propriety and if deemed necessary additional information may be required.

Regardless of which quarters the employee or his family enter for temporary lodging, the initial day of entry will count as one full day of eligibility for temporary quarters allowance.

PART J. Tax Deductible Moving Expenses

Certain of the allowances paid for a permanent change of station are taxable by the Internal Revenue Service. When a travel voucher is submitted for reimbursement of these items, the finance office is required by IRS to withhold 20% of the taxable allowances.

The following allowances are taxable and subject to withholding on the travel voucher:

a. Temporary quarters and house hunting trip reimbursements in excess of $1,500.00

b. Real estate allowances over the sum of $1,500.00 plus any unused balance of the $1,500.00 in a.

c. The total amount of the miscellaneous allowance.

Instructions for tax treatment of change of station allowances are covered on IRS Form 3903, Moving Expense Adjustment, Publication 521, Tax Information on Moving Expenses, and Publication 17, Your Federal Income Tax, available at all IRS tax offices.

PART K. Relocation Income Tax (RIT) Allowance

The Federal Travel Regulations authorize the reimbursement of additional Federal Income Tax, State and Local Income Tax incurred by you, or by you and your spouse if a joint tax return is filed, as a result of relocation expenses reimbursed by the Government.

The computation of the RIT is based upon your earned income or, if a joint tax return has been filed, the earned income of you and your spouse. The Government has developed a formula which reimburses the employee for approximately all of the taxes for relocation reimbursement paid in the previous year, and also those taxes on the RIT Allowance for which the employee will be liable in the following year.

All employees who have been paid Withholding Tax Allowance (WTA) will have to submit a claim for RIT. The RIT Form will be submitted with IRS Form W-2 for yourself or if you filed a joint tax return, for yourself and spouse with copies of all IRS Form 4782 which the VA has given you for the year you are filing.

The WTA is an an estimated partial payment (advance) of the total RIT allowance designed to reimburse the employee for Federal Tax withheld on each claim for taxable moving expenses. It is automatically computed and added to your relocation claim by the VA payment centers (usually Austin).

In order to receive the WTA the employee must certify the voucher or attach a certification that reads as follows:

> "I Hereby agree to repay any excess amounts of WTA received. I further agree to submit a Relocation Income Tax (RIT) claim with all required tax infomation."

Signature ______________________________

The VACO Finance Service annually distributes RIT forms to your Fiscal Activity. The station Fiscal activity will assist you in filing for the RIT allowance. Please be advised that if you fail to submit an RIT Form, then all WTA's paid the previous year will be collected back. It should be understood that the reimbursement of taxes by the RIT allowances is an approximate amount of the tax you actually paid.

PART L. Helpful Moving Tips

These tips, based on the experience of others who have moved, will not solve all your moving problems. They are offered to assist you in organizing and developing a planned approach to your move. None of these tips will affect your claim for travel reimbursement.

You cannot ship frozen foods. Plan to use your freezer stock. Then buy frozen foods in small quantities.

Do your packing early, but use discretion. You can save money if you pack those articles which are not fragile, such as books, pots, and tools.

Do not pack your own dishes, glassware, china, antiques, or other fragile and valuable articles. Leave this to the professional packers. Carriers may refuse to accept responsibility for damage to such items unless they pack them.

Remove heavy items (and liquids) from furniture drawers.

Collect your old magazines and paperback books. Give then to a local hospital or youth group.

Discard old clothes you haven't worn for years. Throw them away or give them to charitable organizations.

Don't ship paints, oils, cleaning fluids, or similar flammables. If you can't take them by automobile, throw or give them away.

Discard or give away open cans of syrup or other liquids.

Dispose of all empty bottles and jars.

Get a ball of heavy twine and tie your garden tools together in a secure bundle.

Drain the fuel and oil from your power mower and other combustion-engine powered machines.

Take a second look at the things in your storage area. If you haven't used them in the past 2 years, you probably never will. If they are still usable, donate them to a good cause; otherwise, discard them.

Your mover cannot be responsible for plants, bulbs, roots, and most growing things. Give them away or transport them yourself. Some states prohibit their entry.

Make arrangements to discontinue utility services (gas, electric, telephone); if a utility is to remain in service be sure the meter is to be read immediately after you vacate.

A few days before your loading date, verify that your mover is prepared to service (or arrange for the servicing) of all your appliances -- automatic washers and dryers, refrigerators, freezers, television sets, record players, air conditioners, etc. Such items as organs, grandfather clocks, pool tables, or delicate antiques may also need servicing.

If you have antique furniture or other highly prized possessions, have such articles appraised before you move and make sure copies of the appraisal are attached to the mover's bill of lading. This precaution should facilitate collection of a claim should any of the articles be lost or damaged.

Before delivery of household goods ask the driver for the weight and if it seems excessive or if it is over 18,000 pounds request a re-weigh, prior to unloading.

Do not include canoes, automobiles, building material or property intended for use in conducting a business. Usually, those kind of items will be specified in the bill of lading and you will be liable for the full amount of transportation of these items. If you need to ship any of the above items you should make your own shipping arrangements since they will be under a different rate which will be less costly than the rate you will have to pay if the above items are shipped under the household goods rate.

PART M. Relocation Services Program

The VA has contracted with PHH Homequity Corporation to provide certain relocation services to transferring VA employees. Homequity provides the following services:

1. Home Sale Program: You can sell your home to Homequity for its appraised market value. By using this service you will receive your equity promptly and can move on to the new location as quickly as possible.

2. Marketing Assistance Program: You can get professional advice on how to market your home. If you obtain a bona fide offer for your home which is higher than Homequity's offer, Homequity will amend its guaranteed offer, purchase your home at the higher amount, and sell it to the new buyer.

3. Homefinding Service: Homequity will help you find a home in your new location and will provide mortgage counseling and/or rental assistance.

The purpose of the Relocation Services Program is to provide you with a quick sale of your home and available funds to purchase a residence in your new location. Since this program will enable you to reduce the number of days you and your family must spend in temporary quarters, the number of days authorized for temporary quarters will be limited.

There is no tax liability when you sell your home through the Relocation Services Program. The money you receive from Homequity is the net equity of your real estate. You must report any profits directly to IRS, or, if you qualify, you may postpone the tax liability by filing the proper IRS Forms. None of the amounts paid by Homequity will be included in your W-2 Form.

Employees considering selling their homes through the Relocation Services Program should be aware that not all properties are eligible for the program. To be eligible for the program the property must be livable, saleable, insurable, qualify for financing, and meet the definition of eligible property in paragraph 2-6.1 of the Federal Travel Regulations. Ineligible properties include uninsurable residences, cooperatives, mobile homes, residences with Urea Foam Formaldehyde Insulation, houseboats, homes for which financing under conventional or Federal programs is not available, and residences contaminated with toxic substances such as asbestos and radon gas which pose a potential health hazard. In certain cases the employee will be given an opportunity to take corrective action to make the property eligible for the home sale program.

Employees should also be aware that fees related to the sale of their home, which are paid by Homequity under the Relocation Services Program or reimbursed to the employee under the Direct Reimbursement Program, must be shared by the employee on a pro-rata basis if the property is titled totally or jointly to a person who is not a member of the employee's immediate family. Similarly, such fees are also pro-rated if the property includes excess land or a portion of the property is income-producing, such as a rental unit or a business. In other words, the fees that will be paid by Homequity or by direct reimbursement include only those that pertain to that portion of the property that is the residence of the employee and the employee's immediate family in accordance with Federal Travel Regulations.

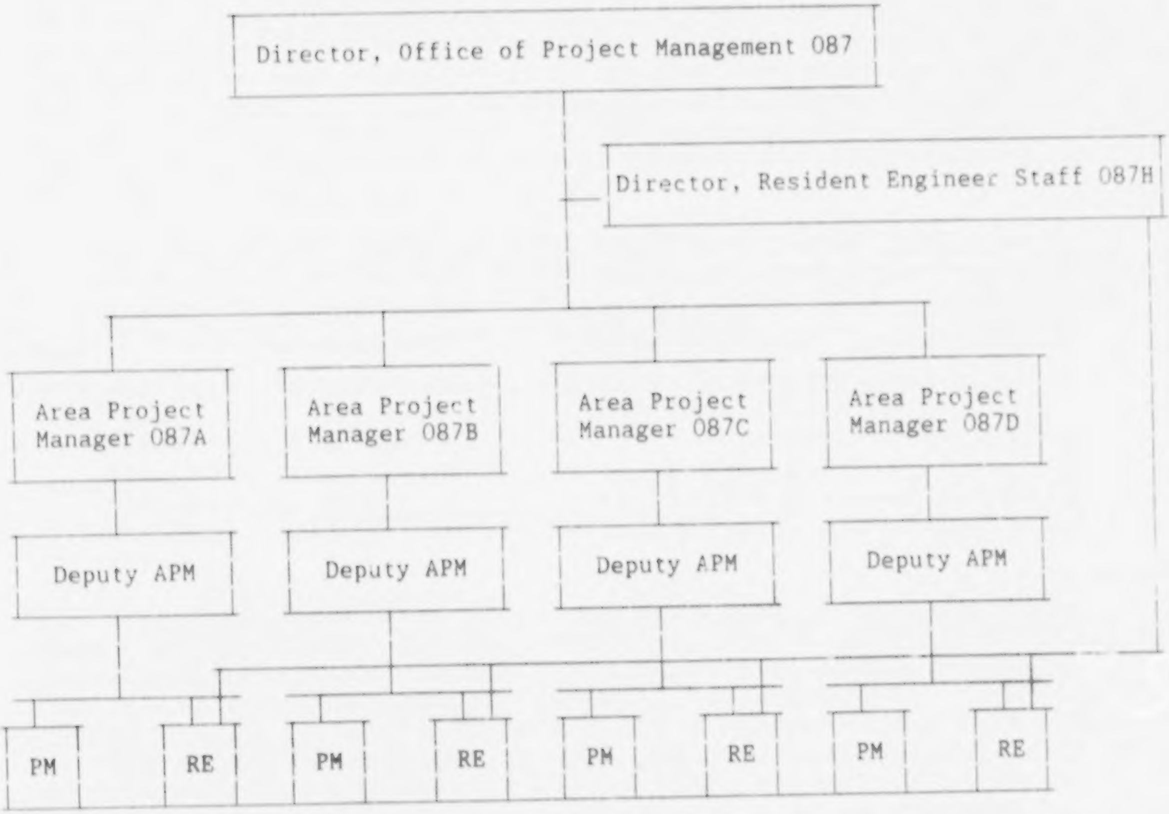
If you do not wish to use the Relocation Services Program, you have the right to handle the sale of your home yourself and be reimbursed under the Direct Reimbursement Program in accordance with the Federal Travel Regulations. (See Part F of this handbook.)

Contact your personnel office or the designated Relocation Services Coordinator at your facility for additional information about the Relocation Services Program.

Department of Veterans Affairs
Office of Budget and Finance
(Controller)
Washington DC 20420

Guide on Permanent
Change of Station
H-047-3
Revised March 1989

OFFICE OF PROJECT MANAGEMENT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Area Project Manager 087B
Area Project Manager 087C
Area Project Manager 087D
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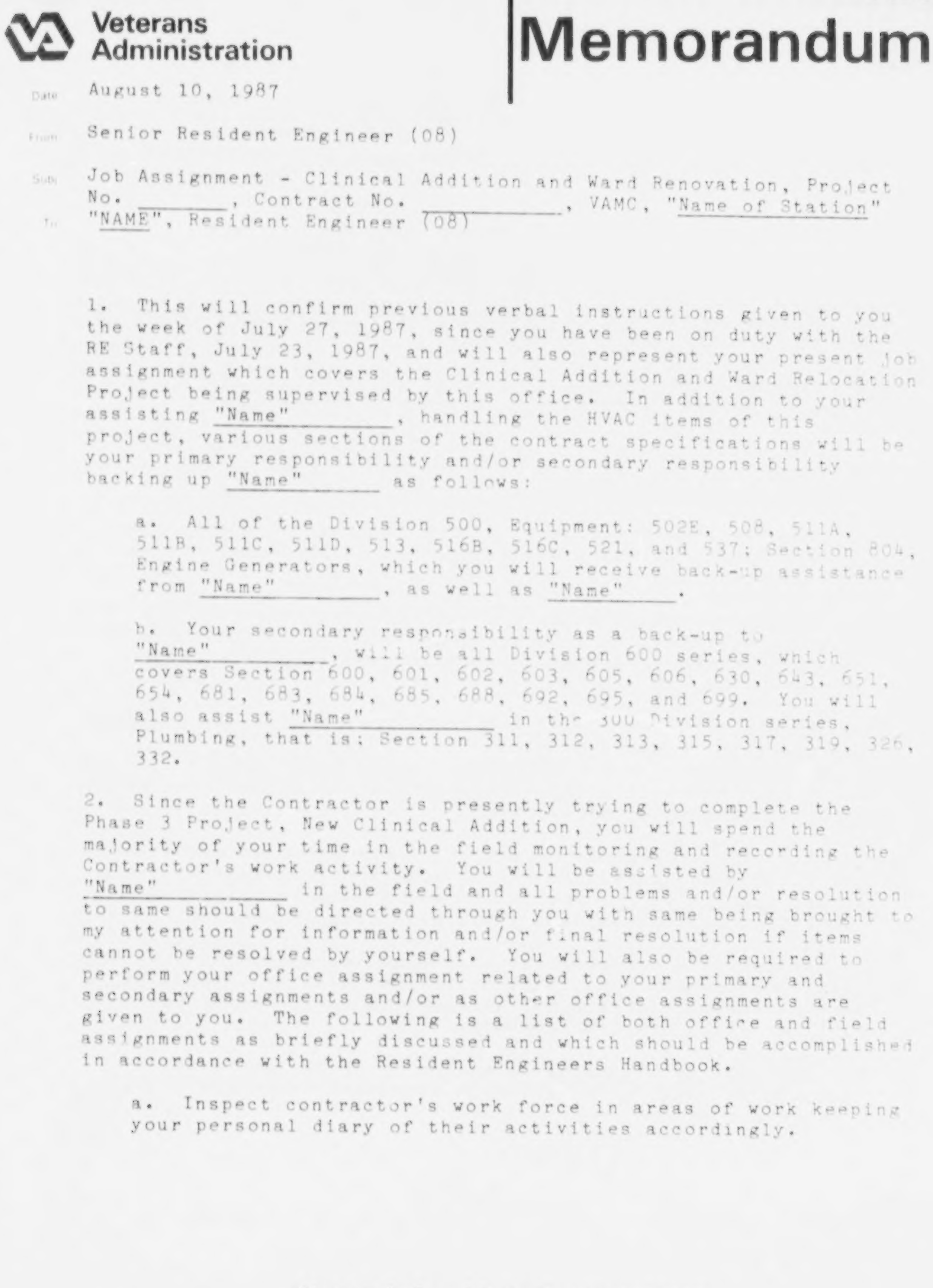
Figure 1-1. Organization Chart



Veterans Administration

Memorandum

Date August 10, 1987

From Senior Resident Engineer (08)

Subj Job Assignment - Clinical Addition and Ward Renovation, Project No. ________, Contract No. ____________, VAMC, "Name of Station"

To "NAME", Resident Engineer (08)

1. This will confirm previous verbal instructions given to you the week of July 27, 1987, since you have been on duty with the RE Staff, July 23, 1987, and will also represent your present job assignment which covers the Clinical Addition and Ward Relocation Project being supervised by this office. In addition to your assisting "Name"________, handling the HVAC items of this project, various sections of the contract specifications will be your primary responsibility and/or secondary responsibility backing up "Name"________ as follows:

a. All of the Division 500, Equipment: 502E, 508, 511A, 511B, 511C, 511D, 513, 516B, 516C, 521, and 537; Section 804, Engine Generators, which you will receive back-up assistance from "Name"________, as well as "Name"________.

b. Your secondary responsibility as a back-up to "Name"________, will be all Division 600 series, which covers Section 600, 601, 602, 603, 605, 606, 630, 643, 651, 654, 681, 683, 684, 685, 688, 692, 695, and 699. You will also assist "Name"________ in the 300 Division series, Plumbing, that is: Section 311, 312, 313, 315, 317, 319, 326, 332.

2. Since the Contractor is presently trying to complete the Phase 3 Project, New Clinical Addition, you will spend the majority of your time in the field monitoring and recording the Contractor's work activity. You will be assisted by "Name"________ in the field and all problems and/or resolution to same should be directed through you with same being brought to my attention for information and/or final resolution if items cannot be resolved by yourself. You will also be required to perform your office assignment related to your primary and secondary assignments and/or as other office assignments are given to you. The following is a list of both office and field assignments as briefly discussed and which should be accomplished in accordance with the Resident Engineers Handbook.

a. Inspect contractor's work force in areas of work keeping your personal diary of their activities accordingly.

Figure 1-2. RE Work Assignments

VA FORM SEP 1984 2105

Page 2

SUBJ: Job Assignment - Clinical Addition and Ward Relocation, Project No. ________, Contract No. ___________, VAMC, "Name of Station".

b. Inspect all work in accordance with the contract documents bringing all deviations to my attention, "Name" ________, and /or other staff members.

c. Assist contractor in complying with contract requirements and point out contract deviations.

d. Inspect contractor's extra cost work (Field Proceed Orders, proposals, etc.) and record same as assigned.

e. Review contractor's shop drawing submissions that have been approved, making sure the work is being installed by the contractor accordingly.

f. You may be asked to assist in directing the photographer in taking Monthly Progress Photographs of the contractor's work progress and activities.

g. Continue to hold daily discussions with other staff resident engineers in this office concerning all matters of the project and feel free to discuss same with me at any time.

h. Read all in-coming and out-going correspondence as passed around in the reading file.

i. Attend contract Progress Meetings with contractor, A/E, hospital officials, as assigned.

j. Prepare correspondence and other documents as assigned. You will be requested to take on additional assignments from me or "name" ________, who is the second man-in-charge, and the Acting Senior Resident Engineer during my absence.

k. Assist RE's responsible for conducting entire CPM monthly update; after which you will be responsible for conducting same yourself for the month assigned to you. Please become familiar with VA's CPM Handbook.

l. You will be requested to assist in preparing VA Daily Logs, using notes and input from other staff members' Daily Diary records.

Figure 1-2 (Continued). RE Work Assignments

Page 3

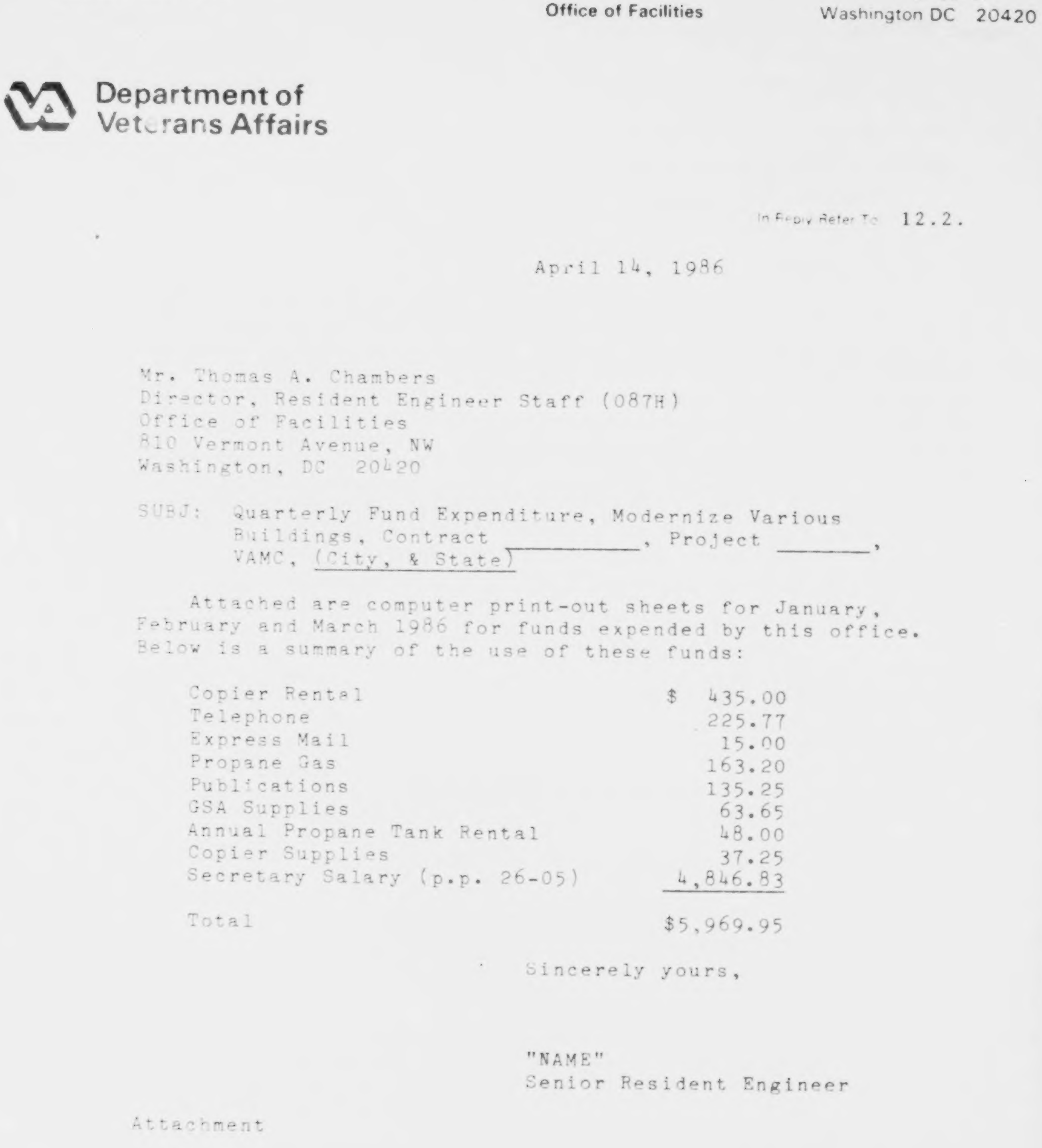
SUBJ: Job Assignment - Clinical Addition and Ward Relocation
Project No. _______, Contract No. ___________, VAMC, "Name of Station".

3. Since you have become a member of this staff, I am trying to give you all assignments that will enable you to be a well-rounded Resident Engineer, being able to cope with all facets, to fulfill the duties as we are required to do as outlined in the Resident Engineers Handbook. However, as you can well see, work is way along in quite a few areas of your specific assignments, and I do not plan to limit you in just one area, but utilize your expertise in other areas also. Please feel free to come and discuss with me at anytime of any matter that you may have concerning the office functions, your job assignments, etc. Again, I welcome you to this office and I am looking forward to your assistance in our completing this most difficult project.

"Name"
Senior Resident Engineer

cc: A
12.3.
087C
087H
X-2

Figure 1-2 (Continued). RE Work Assignments



Office of Facilities
Washington DC 20420

Department of
Veterans Affairs

In Reply Refer To: 12.2.

April 14, 1986

Mr. Thomas A. Chambers
Director, Resident Engineer Staff (087H)
Office of Facilities
810 Vermont Avenue, NW
Washington, DC 20420

SUBJ: Quarterly Fund Expenditure, Modernize Various Buildings, Contract __________, Project ________, VAMC, (City, & State)

Attached are computer print-out sheets for January, February and March 1986 for funds expended by this office. Below is a summary of the use of these funds:

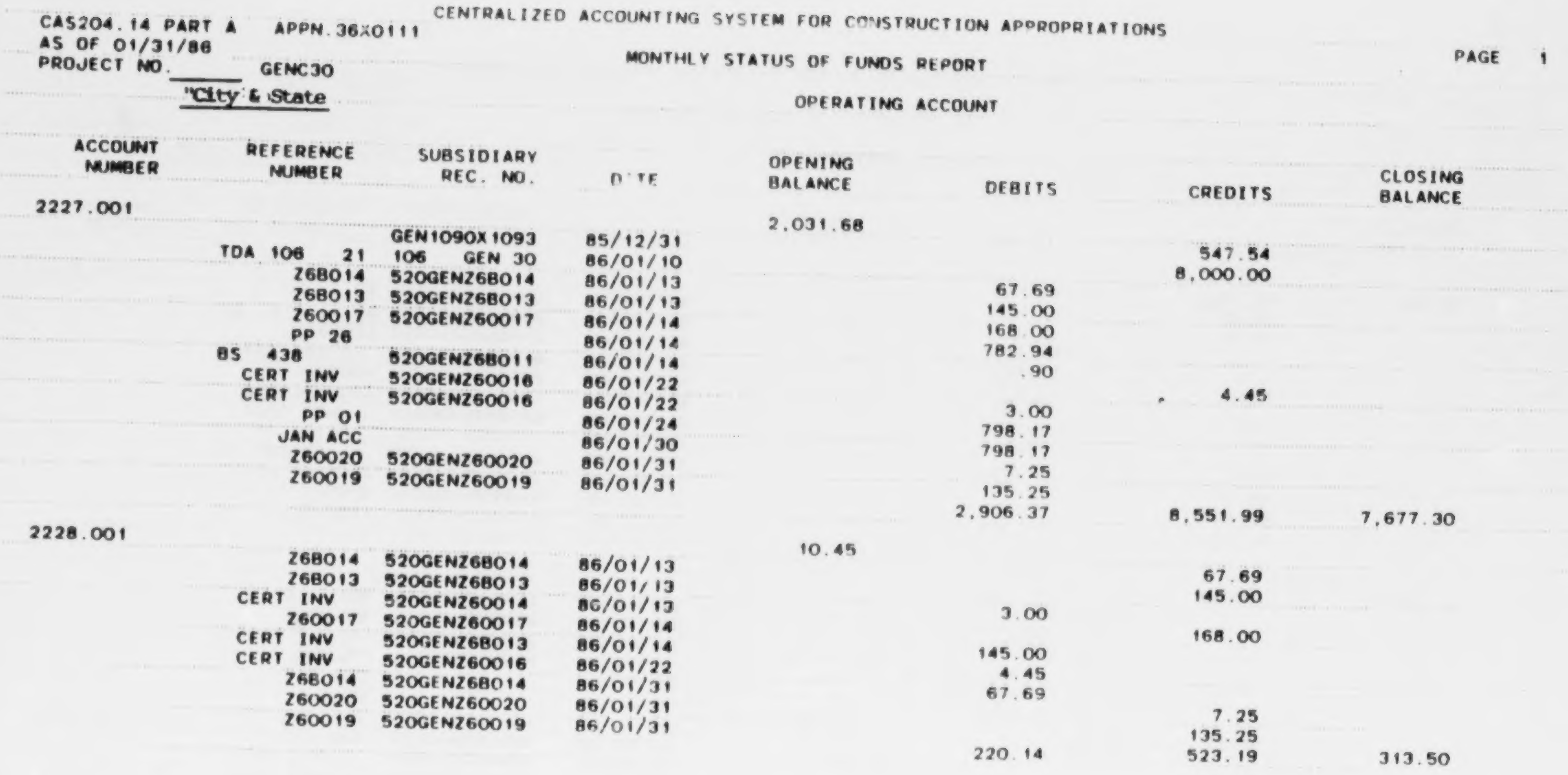
Copier Rental	$ 435.00
Telephone	225.77
Express Mail	15.00
Propane Gas	163.20
Publications	135.25
GSA Supplies	63.65
Annual Propane Tank Rental	48.00
Copier Supplies	37.25
Secretary Salary (p.p. 26-05)	4,846.83
Total	$5,969.95

Sincerely yours,

"NAME"
Senior Resident Engineer

Attachment

Figure 1-3. Quarterly Report of Office Expenditures



```
CAS204.14 PART A   APPN.36X0111    CENTRALIZED ACCOUNTING SYSTEM FOR CONSTRUCTION APPROPRIATIONS
AS OF 01/31/86
PROJECT NO.______  GENC30                   MONTHLY STATUS OF FUNDS REPORT                               PAGE  1
      'City & State
                                                       OPERATING ACCOUNT

  ACCOUNT      REFERENCE      SUBSIDIARY                    OPENING
  NUMBER        NUMBER          REC. NO.      D'TE          BALANCE        DEBITS         CREDITS        CLOSING
                                                                                                         BALANCE
2227.001                                                    2,031.68
                              GEN1090X1093   85/12/31                                     547.54
               TDA 106   21   106   GEN 30   86/01/10                                   8,000.00
                    Z6B014    520GENZ6B014   86/01/13                       67.69
                    Z6B013    520GENZ6B013   86/01/13                      145.00
                    Z60017    520GENZ60017   86/01/14                      168.00
                     PP 26                   86/01/14                      782.94
               BS  438         520GENZ6B011  86/01/14                         .90
                 CERT  INV    520GENZ60016   86/01/22                                       4.45
                 CERT  INV    520GENZ60016   86/01/22                        3.00
                     PP 01                   86/01/24                      798.17
                   JAN ACC                   86/01/30                      798.17
                    Z60020    520GENZ60020   86/01/31                        7.25
                    Z60019    520GENZ60019   86/01/31                      135.25
                                                                         2,906.37       8,551.99       7,677.30
2228.001                                                      10.45
                    Z6B014    520GENZ6B014   86/01/13                                      67.69
                    Z6B013    520GENZ6B013   86/01/13                                     145.00
                 CERT  INV    520GENZ60014   86/01/13                        3.00
                    Z60017    520GENZ60017   86/01/14                                     168.00
                 CERT  INV    520GENZ6B013   86/01/14                      145.00
                 CERT  INV    520GENZ60016   86/01/22                        4.45
                    Z6B014    520GENZ6B014   86/01/31                       67.69
                    Z60020    520GENZ60020   86/01/31                                       7.25
                    Z60019    520GENZ60019   86/01/31                                     135.25
                                                                           220.14         523.19         313.50
```

Figure 1-3 (Continued). Quarterly Report of Office Expenditures

CENTRALIZED ACCOUNTING SYSTEM FOR CONSTRUCTION APPROPRIATIONS

CAS204.14 PART A APPN.36X0111

AS OF 02/28/86

MONTHLY STATUS OF FUNDS REPORT

PROJECT NO.______ GENC30

"City & State"

OPERATING ACCOUNT

PAGE 1

ACCOUNT NUMBER	REFERENCE NUMBER	SUBSIDIARY REC. NO.	DATE	OPENING BALANCE	DEBITS	CREDITS	CLOSING BALANCE
2227.001				7,677.30			
		GEN1090X1093	86/01/31			798.17	
	PP 02		86/02/07		798.17		
	Z60021	520GENZ60021	86/02/10		54.75		
	Z6B018	520GENZ6B018	86/02/11		145.00		
	Z6B017	520GENZ6B017	86/02/11		67.69		
	BS 556	520GENZ6B014	86/02/12		2.61		
	JV 127	520GENZ60011	86/02/13			3.00	
	CERT INV	520GENZ60020	86/02/19		3.00		
	CERT INV	520GENZ60020	86/02/19			7.25	
	GSA REC RPT	520GENZ60021	86/02/19		62.25		
	GSA REC RPT	520GENZ60021	86/02/19			54.75	
	PP 03		86/02/21		798.17		
	FEB ACC		86/02/26		798.17		
	Z60024	520GENZ60024	86/02/27		4.00		
	BS 612	520GENZ60017	86/02/27			4.80	
	2 21 86	520GENZ60026	86/02/28		4.45		
	2 12 86	520GENZ60027	86/02/28		8.90		
					2,747.16	867.97	5,798.11
2228.001				313.50			
	Z60021	520GENZ60021	86/02/10			54.75	
	Z6B018	520GENZ6B018	86/02/11			145.00	
	Z6B017	520GENZ6B017	86/02/11			67.69	
	FEB RR	520GENZ60017	86/02/11		168.00		
	JV 127	520GENZ60011	86/02/13		3.00		
	CERT INV	520GENZ60020	86/02/19		7.25		
	GSA REC RPT	520GENZ60021	86/02/19		54.75		
	Z60024	520GENZ60024	86/02/27			4.00	
	FEB RR	520GENZ60019	86/02/27		135.25		
	Z6B017	520GENZ6B017	86/02/28		67.69		
	2 21 86	520GENZ60026	86/02/28			4.45	
	2 12 86	520GENZ60027	86/02/28			8.90	
					435.94	284.79	162.35

Figure 1-3 (Continued). Quarterly Report of Office Expenditures

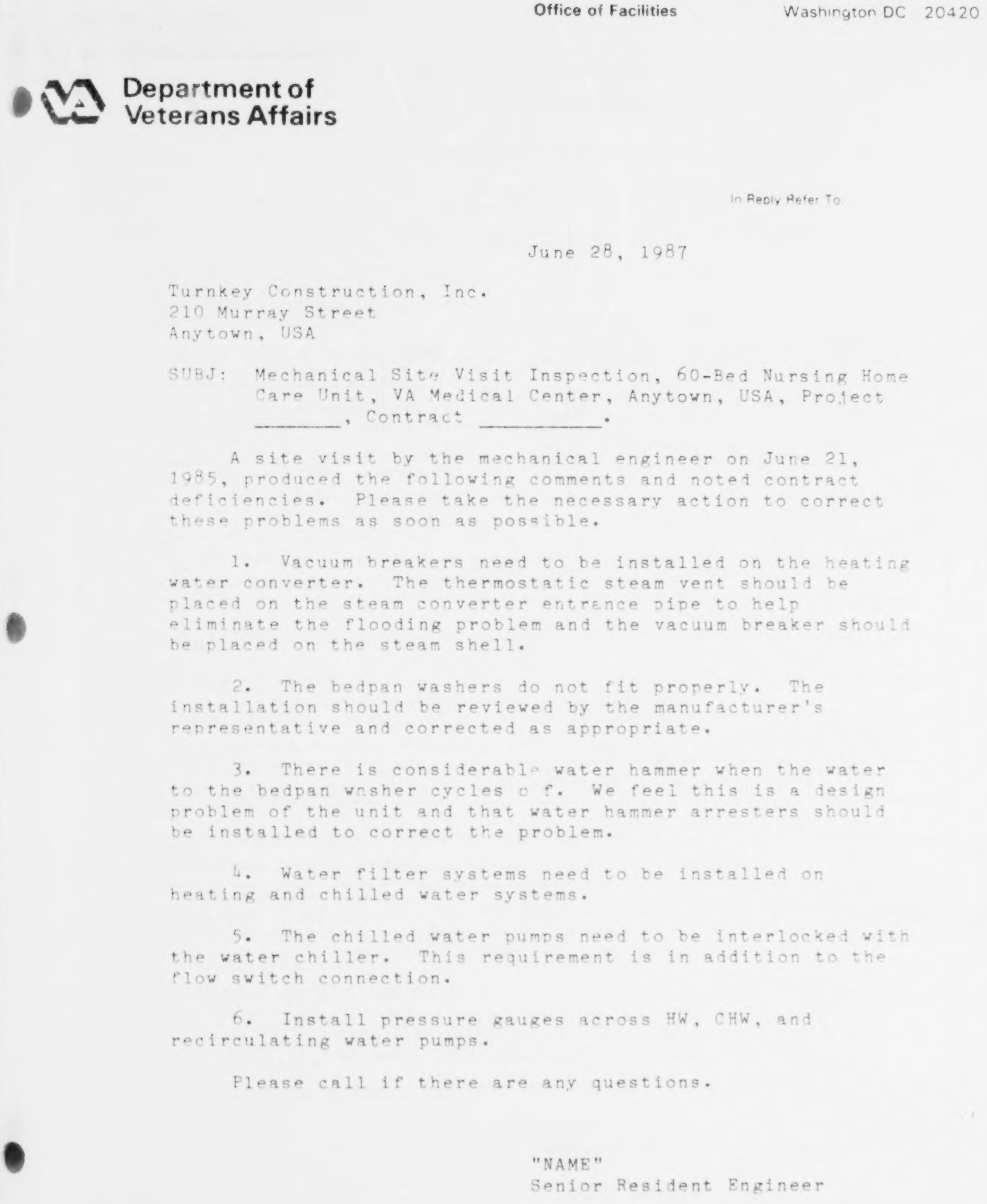
CENTRALIZED ACCOUNTING SYSTEM FOR CONSTRUCTION APPROPRIATIONS

CAS204.14 PART A   APPN.36X0111   PAGE 1
AS OF 03/31/86
MONTHLY STATUS OF FUNDS REPORT
PROJECT NO. ______ GFNC30
"City & State"
OPERATING ACCOUNT

ACCOUNT NUMBER	REFERENCE NUMBER	SUBSIDIARY REC. NO.	DATE	OPENING BALANCE	DEBITS	CREDITS	CLOSING BALANCE
2227.001				5,798.11			
		GEN1090X1093	86/02/28			798.17	
	BS 617	520GENZ60019	86/03/04			6.47	
	Z60028	520GENZ60028	86/03/12		48.00		
	Z6B024	520GENZ6B024	86/03/12		145.00		
	Z6B023	520GENZ6B023	86/03/12		67.69		
	CERT INV	520GENZ60024	86/03/12		3.00		
	CERT INV	520GENZ60024	86/03/12			4.00	
	PP 04		86/03/12		871.21		
	BS 699	520GENZ6B017	86/03/14		4.69		
	GSA RECRPT	520GENZ60027	86/03/19			8.90	
	GSA RECRPT	520GENZ60027	86/03/19		8.70		
	PP 05		86/03/21		798.17		
	3 21 86	520GENZ60030	86/03/28		4.45		
	CERT INV	520GENZ60026	86/03/28		3.00		
	CERT INV	520GENZ60026	86/03/28			4.45	
	MAR ACC		86/03/28		877.98		
	Z6B025	520GENZ6B025	86/03/31		145.00		
	Z6B026	520GENZ6B026	86/03/31		67.69		
	Z60031	520GENZ60031	86/03/31		37.25		
					3,081.83	821.99	3,538.27
2228.001				162.35			
	Z6B024	520GENZ6B024	86/03/12			145.00	
	Z60028	520GENZ60028	86/03/12			48.00	
	Z6B023	520GENZ6B023	86/03/12			67.69	
	CERT INV	520GENZ6B018	86/03/12		145.00		
	CERT INV	520GENZ60024	86/03/12		4.00		
	REC RPT	520GENZ60028	86/03/19		48.00		
	GSA RECRPT	520GENZ60027	86/03/19		8.90		
	3 21 86	520GENZ60030	86/03/28			4.45	
	CERT INV	520GENZ60026	86/03/28		4.45		
	Z6B026	520GENZ6B026	86/03/31		67.69		
	Z6B023	520GENZ6B023	86/03/31		67.69		
	Z6B025	520GENZ6B025	86/03/31			145.00	
	Z6B026	520GENZ6B026	86/03/31			67.69	
	Z60031	520GENZ60031	86/03/31			37.25	
					345.73	515.08	331.70

Office of Construction
Resident Engineer
APR 14 1986
RECEIVED

Figure 1-3 (Continued). Quarterly Report of Office Expenditures



Office of Facilities

Washington DC 20420

Department of
Veterans Affairs

In Reply Refer To

June 28, 1987

Turnkey Construction, Inc.
210 Murray Street
Anytown, USA

SUBJ: Mechanical Site Visit Inspection, 60-Bed Nursing Home Care Unit, VA Medical Center, Anytown, USA, Project ________, Contract ___________.

A site visit by the mechanical engineer on June 21, 1985, produced the following comments and noted contract deficiencies. Please take the necessary action to correct these problems as soon as possible.

1. Vacuum breakers need to be installed on the heating water converter. The thermostatic steam vent should be placed on the steam converter entrance pipe to help eliminate the flooding problem and the vacuum breaker should be placed on the steam shell.

2. The bedpan washers do not fit properly. The installation should be reviewed by the manufacturer's representative and corrected as appropriate.

3. There is considerable water hammer when the water to the bedpan washer cycles off. We feel this is a design problem of the unit and that water hammer arresters should be installed to correct the problem.

4. Water filter systems need to be installed on heating and chilled water systems.

5. The chilled water pumps need to be interlocked with the water chiller. This requirement is in addition to the flow switch connection.

6. Install pressure gauges across HW, CHW, and recirculating water pumps.

Please call if there are any questions.

"NAME"
Senior Resident Engineer

Figure 1-4. Letter Format

INTERVIEW RATING SCALE

VA MANAGEMENT PERSONNEL INVENTORY

NAME OF CANDIDATE NAME	DATE 5/26/87
PRESENT POSITION Project Engineer	PRESENT GRADE 09/01
POSITION FOR WHICH INTERVIEWED Resident Engineer	STATION NAME City, State

GUIDE FOR INTERVIEWERS

1. This interview is not an oral examination. The specific answer given to a particular question is less important than is the opportunity to judge how the candidate responds in a somewhat stressful situation.

2. The interviewer should be thoroughly familiar with all available data concerning the candidate. Before the interview he/she should review the candidate's Official Personnel Folder and Management Personnel Inventory Folder, as well as any other available evaluations. This will frequently reveal gaps in the available information which can be filled during the interview.

3. It is suggested that after studying the available information, the interviewer list under item 10 below, questions he/she plans to ask during the interview. Most interview questions should be job-oriented.

4. All individuals vary in abilities and attributes. Ordinarily only a minority will be found at either extreme of a distribution. In those instances where, in your judgment, the candidate should be placed at either extreme for a particular factor, do not hesitate to do so.

5. Immediately after the interview has been concluded and the candidate has left, put a check mark in the appropriate box for each factor on the Interview Rating Scale. Under "Summary Remarks" provide a brief summary evaluation based on the above rating and cite those traits particularly noticeable during interview.

FACTORS	RATING SCALE			
	EXCELLENT	SATISFACTORY	ADEQUATE	WEAK
1. APPEARANCE CONSIDER PHYSICAL VITALITY, LIMITING DISABILITIES, NEATNESS AND APPROPRIATENESS OF DRESS, GENERAL CLEANLINESS.	X			
2. MANNER CONSIDER UNUSUAL MANNERISMS OR GESTURES, EXPRESSIVENESS, EASE OF APPROACH, COURTESY	X			
3. VERBAL ABILITY CONSIDER ABILITY TO "THINK ON ONE'S FEET," USE OF VOCABULARY, CONSIDERATION OF ALTERNATIVES, FLUENCY OF LANGUAGE, VOICE AND SPEECH.	X			
4. PERSONALITY CHARACTERISTICS CONSIDER DEGREE OF SELF-CONFIDENCE, ADAPTABILITY, EXPANSIVENESS, EMOTIONAL STABILITY, POISE, ADJUSTMENT, MATURITY OF OUTLOOK.	X			
5. INTERPERSONAL RELATIONS CONSIDER ABILITY TO GET ALONG WITH OTHERS, UNDERSTANDING OF INDIVIDUAL DIFFERENCES, TOLERANCE, SOCIABILITY.	X			
6. INTEREST IN ACTIVITIES CONSIDER BREADTH AND SCOPE OF INTERESTS, KNOWLEDGE OF INTERRELATIONSHIP OF DIFFERENT SEGMENTS OF AGENCY, UNDERSTANDING OF AGENCY MISSION.	X			
7. MOTIVATION CONSIDER AMBITION, VOCATIONAL OBJECTIVE, BASIC NEEDS, LIFE GOAL AND EXPECTATIONS.	X			
8. ATTITUDE CONSIDER APPRECIATION OF JOB IMPORTANCE, ACCEPTANCE OF RESPONSIBILITY, AGREEMENT WITH MANAGEMENT PHILOSOPHY.		X		

9. SUMMARY REMARKS *(Continue on reverse, if necessary)*

During the last 12 months that I was assigned to Project 686-062 at VAMC, City, State, I became acquainted with NAME and watched him conduct business, as project engineer, with contractors, architect engineers, and station personnel.

NAME experience prepares him well for the position of Resident Engineer and though he lacks field experience, his attitude and motivation to perform well can appropriately overcome much of his inexperience. Under the tutelage of a good coach, NAME will become an excellent Resident Engineer.

10. WORK SHEET FOR INTERVIEW QUESTIONS *(Continue on reverse)*

11. SIGNATURE OF INTERVIEWER "Signature of SRE"	12. TITLE Senior Resident Engineer

VA FORM OCT 1979 **5-3884** EXISTING STOCKS OF VA FORM 5-3884, DEC 1987, WILL BE USED.

Figure 1-5. Interview Rating Scale

FILING SYSTEM

The following is the index of the standard construction contract project files. File numbers 1 through 10 are not indicated as they pertain to preconstruction responsibilities of the Area Project Manager's office.

File 11. Construction Contract Administration: Contains General correspondence, records, reports, change orders, supplemental agreements, vouchers, etc., filed in an alphabetical index as illustrated.

A. Chronological (single copy of all Resident Engineer originated correspondence)

B. A/E Design Services During Construction

  B-1 A/E Contract

C. Construction Contract

  C-1 Contracting Officer Authorization Orders

  C-2 Testing Laboratory Contract

    C-2a. Concrete Tests

    C-2b. Soils Tests

    C-2c. Etc., as necessary

  C-3 Utility Agreements

D. Proposals

  D-1 Contracting Officer Decisions

  D-2 Appeals

  D-3 General Counsel Information (not subject to FOI)

E. Change Orders, Central Office

  E-1 Field Change Orders

F. Supplemental Agreements, Central Office

  F-1 Field Supplemental Agreements

H. Time Extensions

  H-1 Strikes

Figure 1-6. Filing System

I. Progress Reports

  I-1 Approved Progress Curve and Construction Cost Breakdown

  I-2 CPM Schedule and Look-Ahead Reports

J. Progress Payment Vouchers and Accrual Reports

  J-1 Final Settlement

  J-2 Project Fund Control

  J-3 CASCA Printouts (Project)

K. Payments for Materials in Storage

L. Phasing of Work

  L-1 Utility Interruptions

M. Survey of Existing Conditions

N. Daily Logs and Diary (VA)

  N-1 Contract Daily Logs

O. Payrolls

  O-1 File Payrolls by Company

  O-2 Etc.

P. Final Inspection Reports

  P-1 Partial-Final Inspection Reports

  P-2 RE Inspection Reports

    P-2a. Above Ceiling Inspections

  P-3 A/E Site Visit Reports

  P-4 Project Manager Intermediate Inspection Report

  P-5 Intermediate A/C and Transport System Inspection Reports

  P-6 Facility Inspection Reports

  P-7 Special Inspection Reports

  P-8 Punch List Correspondence

Figure 1-6 (Continued). Filing System

- Q. Photograph Correspondence
    - Q-1 Progress Photographs
    - Q-2 Special Photographs
    - Q-3 Final Photographs
- R. Custody and Transfer Receipts
    - R-1 Guarantee
    - R-2 Turnover Receipts - Contractor
    - R-3 Turnover Receipts - Facility
    - R-4 Facility Training
- S. Clarifications
    - S-1 RFIs
    - S-2 Contracting Officer Decisions
    - S-3 Claims
    - S-4 Appeals
- T. Safety and Accident Reports
- V. Job Meetings and Conferences
- X. Miscellaneous Correspondence
    - X-1 GAO/IG Inquiries
    - X-2 Facility Correspondence
    - X-3 Public Inquiries/Freedom of Information
    - X-4 Ground Breaking and/or Dedication
- Y. Followup File
- Z. Completion Items
    - Z-1 Facility Requests

File 12. Specification Subject File

Establish file folders identical to title and section number of each section of the Contract Specifications. Originals and/or copies of all correspondence, submittals, etc., to be filed under appropriate specification subject file.

Figure 1-6 (Continued). Filing System

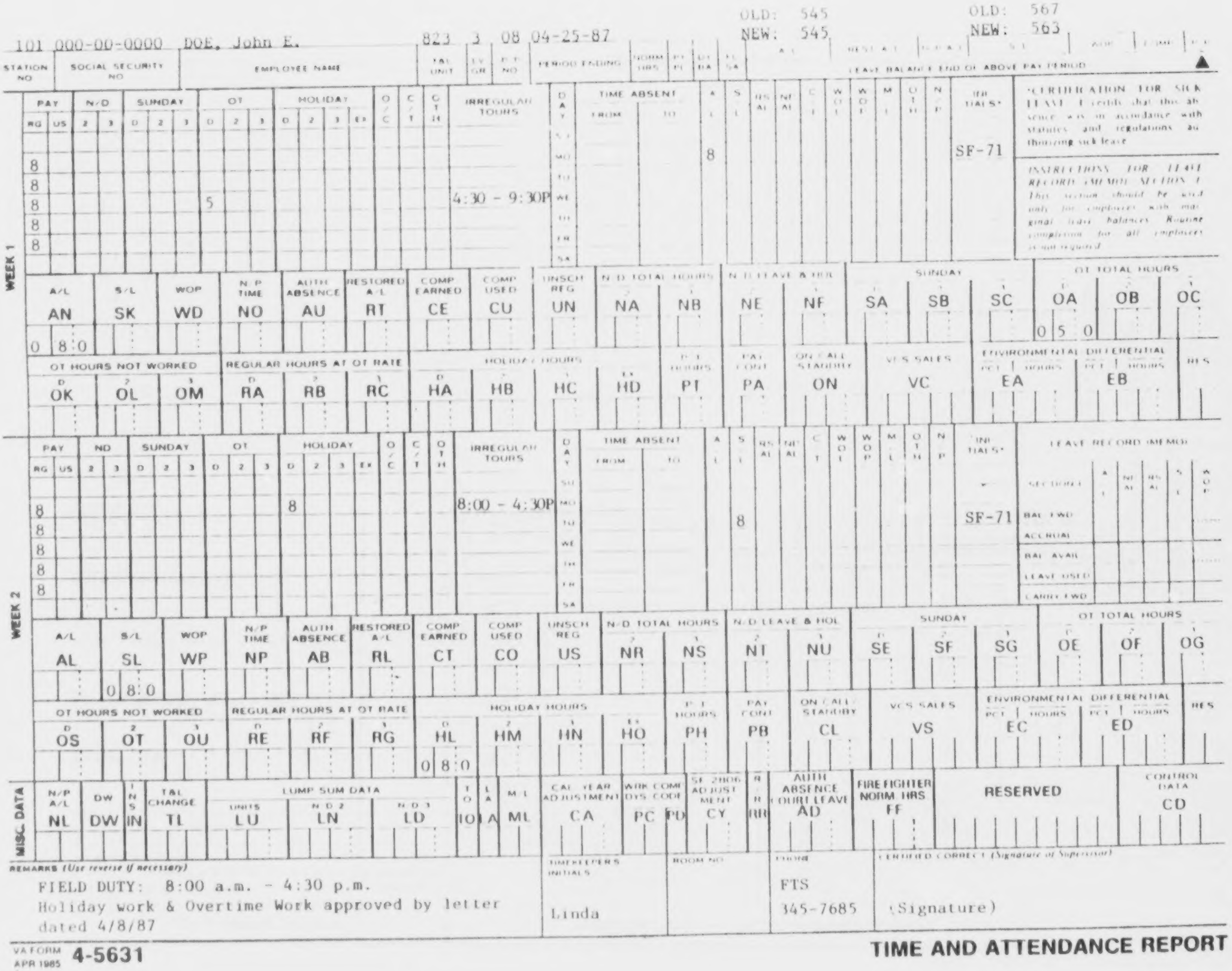
12A. Specification Section Subject Correspondence File

12B. Submittals/Shop Drawings

File 13. Resident Engineer Administration (not considered part of project files): Contains matters pertaining to establishment and maintenance of the Resident Engineer's office including personnel and office expenses.

- 13-1. Office Expenses
  - 13-1a. Fund Control Record
  - 13-1b. CASCA Printouts (Administrative Account)
  - 13-1c. Request, Turn-in, Receipt for Property and Services
  - 13-1d. Process Store Supplies
  - 13-1e. Estimated Miscellaneous Obligation or Change in Obligation
- 13-2. Office Property (CMR)
- 13-3. Personnel Records
  - 13-3a. Performance Standards
- 13-4. Time and Attendance Reports
- 13-5. Workshops/Conferences/Seminars
- 13-6. Procedures - Miscellaneous

Figure 1-6 (Continued). Filing System



101	000-00-0000	DOE, John E.	823	3	08	04-25-87	
STATION NO	SOCIAL SECURITY NO	EMPLOYEE NAME	T&L UNIT	LV GR	P.T. NO	PERIOD ENDING	NORM HRS

LEAVE BALANCE END OF ABOVE PAY PERIOD

OLD: 545
NEW: 545

OLD: 567
NEW: 563

WEEK 1

DAY	PAY RG	OT D	IRREGULAR TOURS	A/L	INITIALS*
SU					
MO	8			8	SF-71
TU	8				
WE	8	5	4:30 - 9:30P		
TH	8				
FR	8				
SA					

*CERTIFICATION FOR SICK LEAVE: I certify that this absence was in accordance with statutes and regulations authorizing sick leave.

INSTRUCTIONS FOR LEAVE RECORD (MEMO) SECTION: This section should be used only for employees with marginal leave balances. Routine completion for all employees is not required.

A/L AN	0 8:0
OT TOTAL HOURS D OA	0 5 0

WEEK 2

DAY	PAY RG	HOLIDAY D	IRREGULAR TOURS	S/L	INITIALS*
SU					
MO	8	8	8:00 - 4:30P		SF-71
TU	8			8	
WE	8				
TH	8				
FR	8				
SA					

S/L SL	0 8:0
HOLIDAY HOURS D HL	0 8:0

REMARKS (Use reverse if necessary)

FIELD DUTY: 8:00 a.m. - 4:30 p.m.
Holiday work & Overtime Work approved by letter dated 4/8/87

TIMEKEEPER'S INITIALS	ROOM NO	PHONE	CERTIFIED CORRECT (Signature of Supervisor)
Linda		FTS 345-7685	(Signature)

VA FORM 4-5631
APR 1985

TIME AND ATTENDANCE REPORT

Figure 1-7. Time and Attendance Report

LEAVE RECORD (MEMO)

INSTRUCTIONS Current balance and maximum limitation entries are available from Earnings and Leave Statement or the Payroll Activity

SECTION B	A.L.
BALANCE AS OF	
ACCRUAL REMAINDER OF LEAVE YEAR	
TOTAL AVAILABLE REMAINDER LEAVE YEAR	
MAXIMUM LIMITATION (Minus)	
USE OR FORFEIT	

REMARKS

VETERANS CANTEEN SERVICE COMMISSION SALES

WEEK 1			WEEK 2		
FROM	TO		FROM	TO	
DAY	AMOUNT*		DAY	AMOUNT*	
SUN	$		SUN	$	
MON			MON		
TUE			TUE		
WED			WED		
THU			THU		
FRI			FRI		
SAT			SAT		
TOTAL WEEK 1*	$		TOTAL WEEK 2*	$	

*Total money amount for week 1 must be coded in "VCS Sales VC" *(front side, right center)* while total money amount for week 2 must be coded in "VSC Sales VS" *(front side, lower right)*. All sales data MUST be recorded in the week in which the actual sale occurred.

Figure 1-7 (Continued). Time and Attendance Report

EXAMPLE OF WEDNESDAY TRANSMISSION

Subject: Time and Leave Report for (Station Name)

PAY PERIOD NO. 5 (MARCH 11 - MARCH 24)

1. Jones, Samuel J.

   7:15 am - 3:45 pm

   Regular Timecard

2. Richards, Alan R.

   7:00 am - 3:30 pm

   C/L 2 hours 3/12/90 1:30 pm - 3:30 pm
   M/L 40 hours 3/19/90 - 3/23/90 (two copies of orders will be sent in with SF-71 and timecard)

3. Smith, Tom C.

   7:15 am - 3:45 pm

   A/L 3 hours 3/16/90 12:30 pm - 3:30 pm
   (SF-71 will be forwarded)
   O/T 4 hours 3/17/90 3:45 pm - 7:45 pm
   S/L 8 hours 3/21/90
   (SF-71 will be forwarded)
   H/T 3/19/90 - Worked Holiday
   3/20/90 2 hours comp time earned 3:45 pm - 5:45 pm

EXAMPLE OF FRIDAY E-MAIL TRANSMISSION OF CHANGES TO WEDNESDAYS TIMECARD REPORT

INTEROFFICE MEMORANDUM

DATE: 23-MAR-90 8:30 am PST
FROM: SAN DIEGO
SANDIEGORE
Tel No: 8-371-2554

TO: TIMECARDS

Subject: Time and Leave Report Changes

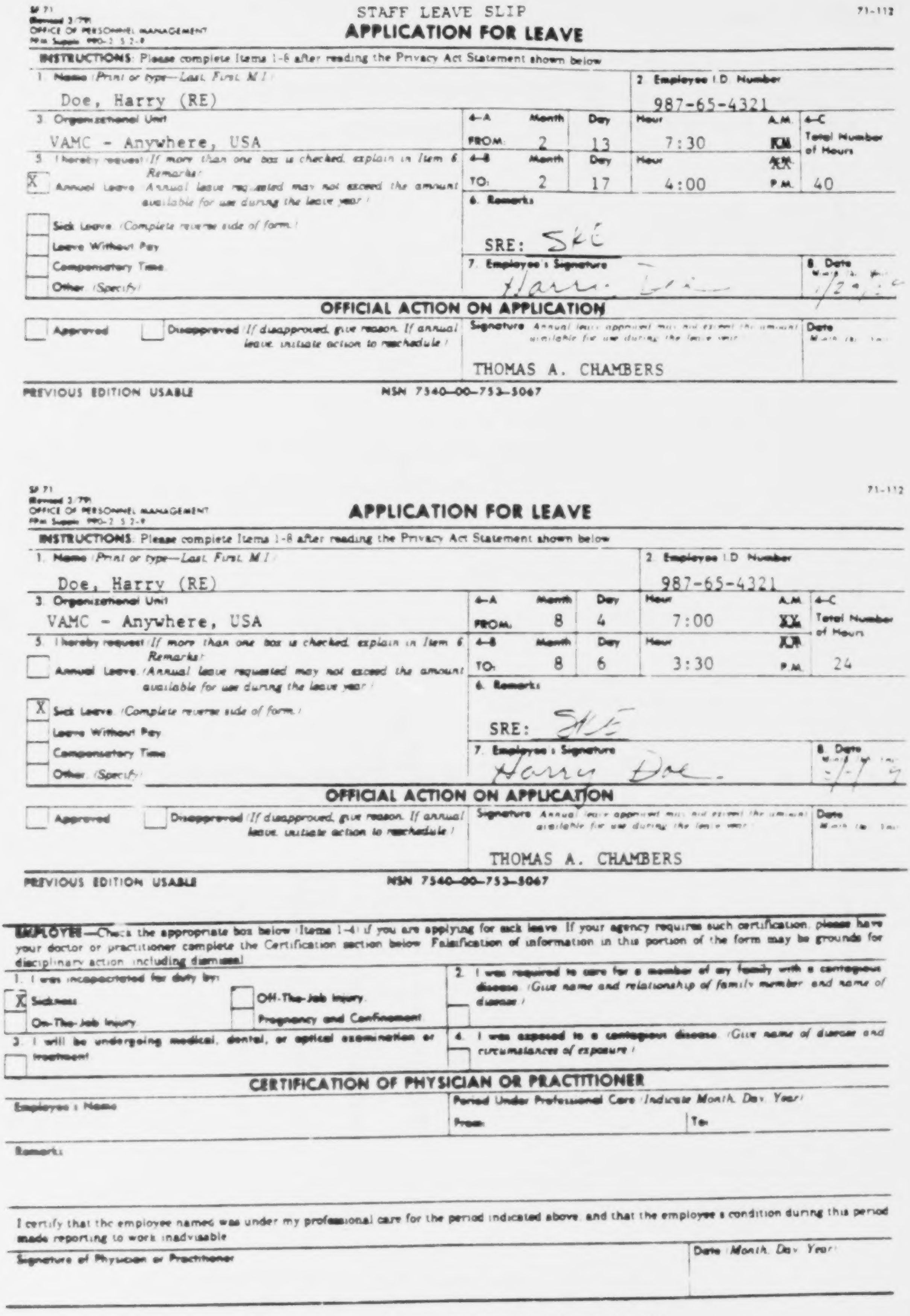
PAY PERIOD NO. 5 (MARCH 11 - MARCH 24)

1. JONES, SAMUEL J.

   7:15 am - 3:45 pm

   S/L 8 hours 3/23/90
   (SF-71 will be forwarded)

Figure 1-8. Electronic Reports for Timecards



SF 71
Revised 3/79
OFFICE OF PERSONNEL MANAGEMENT
FPM Supp. 990-2 S 2-9

71-112

STAFF LEAVE SLIP

APPLICATION FOR LEAVE

INSTRUCTIONS: Please complete Items 1-6 after reading the Privacy Act Statement shown below

1. **Name** *(Print or type—Last, First, M.I.)* Doe, Harry (RE)				2. **Employee I.D. Number** 987-65-4321	
3. **Organizational Unit** VAMC - Anywhere, USA	4-A FROM:	**Month** 2	**Day** 13	**Hour** 7:30	A.M. XX
5. I hereby request: *(If more than one box is checked, explain in Item 6 Remarks)*	4-B TO:	**Month** 2	**Day** 17	**Hour** 4:00	XX P.M.
4-C **Total Number of Hours**					40

☒ **Annual Leave** *(Annual leave requested may not exceed the amount available for use during the leave year.)*
☐ **Sick Leave** *(Complete reverse side of form.)*
☐ **Leave Without Pay**
☐ **Compensatory Time**
☐ **Other** *(Specify)*

6. **Remarks**
SRE: SKE

7. **Employee's Signature** Harry Doe

8. **Date** *(Month, Day, Year)* 1/2[illegible]

OFFICIAL ACTION ON APPLICATION

☐ **Approved** ☐ **Disapproved** *(If disapproved, give reason. If annual leave, initiate action to reschedule.)*

Signature *(Annual leave approved may not exceed the amount available for use during the leave year.)*
THOMAS A. CHAMBERS

Date *(Month, Day, Year)*

PREVIOUS EDITION USABLE NSN 7540-00-753-5067

SF 71
Revised 3/79
OFFICE OF PERSONNEL MANAGEMENT
FPM Supp. 990-2 S 2-9

71-112

APPLICATION FOR LEAVE

INSTRUCTIONS: Please complete Items 1-8 after reading the Privacy Act Statement shown below

1. **Name** *(Print or type—Last, First, M.I.)* Doe, Harry (RE)				2. **Employee I.D. Number** 987-65-4321	
3. **Organizational Unit** VAMC - Anywhere, USA	4-A FROM:	**Month** 8	**Day** 4	**Hour** 7:00	A.M. XX
5. I hereby request: *(If more than one box is checked, explain in Item 6 Remarks)*	4-B TO:	**Month** 8	**Day** 6	**Hour** 3:30	XX P.M.
4-C **Total Number of Hours**					24

☐ **Annual Leave** *(Annual leave requested may not exceed the amount available for use during the leave year.)*
☒ **Sick Leave** *(Complete reverse side of form.)*
☐ **Leave Without Pay**
☐ **Compensatory Time**
☐ **Other** *(Specify)*

6. **Remarks**
SRE: SKE

7. **Employee's Signature** Harry Doe

8. **Date** *(Month, Day, Year)* [illegible]

OFFICIAL ACTION ON APPLICATION

☐ **Approved** ☐ **Disapproved** *(If disapproved, give reason. If annual leave, initiate action to reschedule.)*

Signature *(Annual leave approved may not exceed the amount available for use during the leave year.)*
THOMAS A. CHAMBERS

Date *(Month, Day, Year)*

PREVIOUS EDITION USABLE NSN 7540-00-753-5067

EMPLOYEE—Check the appropriate box below (Items 1-4) if you are applying for sick leave. If your agency requires such certification, please have your doctor or practitioner complete the Certification section below. Falsification of information in this portion of the form may be grounds for disciplinary action, including dismissal.

1. I was incapacitated for duty by:
☒ Sickness
☐ On-The-Job Injury
☐ Off-The-Job Injury
☐ Pregnancy and Confinement

2. ☐ I was required to care for a member of my family with a contagious disease. *(Give name and relationship of family member and name of disease.)*

3. ☐ I will be undergoing medical, dental, or optical examination or treatment.

4. ☐ I was exposed to a contagious disease. *(Give name of disease and circumstances of exposure.)*

CERTIFICATION OF PHYSICIAN OR PRACTITIONER

Employee's Name

Period Under Professional Care *(Indicate Month, Day, Year)*
From: To:

Remarks:

I certify that the employee named was under my professional care for the period indicated above, and that the employee's condition during this period made reporting to work inadvisable.

Signature of Physician or Practitioner

Date *(Month, Day, Year)*

Figure 1-9. Leave Slips for SRE & Staff

SF 71
Revised 3/79
OFFICE OF PERSONNEL MANAGEMENT
FPM Supp. 990-2 S 2-9

Senior Leave Slip

71-112

APPLICATION FOR LEAVE

INSTRUCTIONS: Please complete Items 1-8 after reading the Privacy Act Statement shown below

1. Name *(Print or type—Last, First, M.I.)* Doe, John (SRE)

2. Employee I.D. Number 123-45-6789

3. Organizational Unit VAMC - Anywhere, USA

	Month	Day	Hour		4-C Total Number of Hours
4-A FROM:	5	2	7:00	A.M. XX	
4-B TO:	5	4	3:30PM	P.M.	24

5. I hereby request *(If more than one box is checked, explain in Item 6 Remarks)*

☒ **Annual Leave.** *(Annual leave requested may not exceed the amount available for use during the leave year.)*

☐ **Sick Leave.** *(Complete reverse side of form.)*

☐ **Leave Without Pay.**

☐ **Compensatory Time.**

☐ **Other.** *(Specify)*

6. Remarks P.M. Concurs

7. Employee's Signature John Doe

8. Date *(Month, Day, Year)* 4/27/

OFFICIAL ACTION ON APPLICATION

☐ **Approved** ☐ **Disapproved** *(If disapproved, give reason. If annual leave, initiate action to reschedule.)*

Signature *Annual leave approved may not exceed the amount available for use during the leave year.* THOMAS A. CHAMBERS

Date *(Month, Day, Year)*

PREVIOUS EDITION USABLE **NSN 7540-00-753-5067**

SF 71
Revised 3/79
OFFICE OF PERSONNEL MANAGEMENT
FPM Supp. 990-2 S 2-9

71-112

APPLICATION FOR LEAVE

INSTRUCTIONS: Please complete Items 1-8 after reading the Privacy Act Statement shown below

1. Name *(Print or type—Last, First, M.I.)* Doe, John (SRE)

2. Employee I.D. Number 123-45-6789

3. Organizational Unit VAMC - Anywhere, USA

	Month	Day	Hour		4-C Total Number of Hours
4-A FROM:	3	23	8:00	A.M. XX	
4-B TO:	3	23	10:00	A.M. XX	2

5. I hereby request *(If more than one box is checked, explain in Item 6 Remarks)*

☐ **Annual Leave.** *(Annual leave requested may not exceed the amount available for use during the leave year.)*

☒ **Sick Leave.** *(Complete reverse side of form.)*

☐ **Leave Without Pay.**

☐ **Compensatory Time.**

☐ **Other.** *(Specify)*

6. Remarks

7. Employee's Signature John Doe

8. Date *(Month, Day, Year)* 3/22/89

OFFICIAL ACTION ON APPLICATION

☐ **Approved** ☐ **Disapproved** *(If disapproved, give reason. If annual leave, initiate action to reschedule.)*

Signature *Annual leave approved may not exceed the amount available for use during the leave year.* THOMAS A. CHAMBERS

Date *(Month, Day, Year)*

PREVIOUS EDITION USABLE **NSN 7540-00-753-5067**

EMPLOYEE—Check the appropriate box below (Items 1-4) if you are applying for sick leave. If your agency requires such certification, please have your doctor or practitioner complete the Certification section below. Falsification of information in this portion of the form may be grounds for disciplinary action, including dismissal.

1. I was incapacitated for duty by:

☐ **Sickness.**

☐ **On-The-Job Injury.**

☐ **Off-The-Job Injury.**

☐ **Pregnancy and Confinement.**

2. I was required to care for a member of my family with a contagious disease. *(Give name and relationship of family member, and name of disease.)* ☐

3. I will be undergoing medical, dental, or optical examination or treatment. ☒

4. I was exposed to a contagious disease. *(Give name of disease and circumstances of exposure.)* ☐

CERTIFICATION OF PHYSICIAN OR PRACTITIONER

Employee's Name

Period Under Professional Care *(Indicate Month, Day, Year)*

From: **To:**

Remarks

I certify that the employee named was under my professional care for the period indicated above, and that the employee's condition during this period made reporting to work inadvisable.

Signature of Physician or Practitioner

Date *(Month, Day, Year)*

Figure 1-9 (Continued). Leave Slips for SRE & Staff

SAMPLE OF TEMPORARY TRAVEL VOUCHER UNDER NEW PER DIEM SYSTEM

TRAVEL VOUCHER

(Read the Privacy Act Statement on the back)

1 DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE: VACO, Office of Facilities Resident Engineer Staff

2 TYPE OF TRAVEL
☒ TEMPORARY DUTY
☐ PERMANENT CHANGE OF STATION

3 VOUCHER NO

4 SCHEDULE NO

5. TRAVELER (PAYEE)

a NAME *(Last, first, middle initial)*: Doe, John B.

b SOCIAL SECURITY NO: 123-45-6789

c MAILING ADDRESS *(Include ZIP Code)*: (Put the address where you want your travel reimbursement check mailed to; whether it's your home or office address).

d OFFICE TELEPHONE NO: FTS 8-123-4567

e PRESENT DUTY STATION: VAMC - (Your duty station)

f RESIDENCE *(City and State)*: (Your home address here).

6 PERIOD OF TRAVEL
a FROM: 8/29/88
b TO: 9/2/88

7 TRAVEL AUTHORIZATION

a NUMBER(S)	b DATE(S)
Put Travel # and date Block 13 of	Authority (TA) that is in the TA.

8 TRAVEL ADVANCE

a Outstanding	300	00
b Amount to be applied	300	00
c Amount due Government *(Attached* ☐ *Check* ☐ *Cash)*	***	**
D Balance outstanding		

9 CASH PAYMENT RECEIPT
a DATE RECEIVED
b AMOUNT RECEIVED $
c PAYEE'S SIGNATURE NOTE: If you owe money be sure to attach a check to the voucher when you submit it; do not wait for Austin to bill you.

10 CHECK NO

11. PAID BY If you do attach a check, make it payable to "VA Agent Cashier" please.

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ *Traveler's Initials* Initial here

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH *(List by number below and attach passenger coupon, if cash is used show claim on reverse side.)*

	AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER *(Initials)* (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e)	POINTS OF TRAVEL TO (f)
Ticket # (If bought with Diners Club card) or GTR # (If obtained from the station).	$298.00	TWA	Y	(The date that is on your ticket)	Point of travel that is in Block 4A. and return.	Point of travel that is in Block 4B.

FINAL VOUCHER LIST THE PURPOSE OF TRAVEL THAT IS LISTED IN UPPER CASE IN BLOCK 5 OF THE TRAVEL AUTHORITY.
EX: "SITE VISIT"

TAXI/LIMO/POV AUTHORIZED AS BEING ADVANTAGEOUS TO THE GOVERNMENT (TYPE IN THIS STATEMENT ONLY IF TAXI OR LIMO WAS USED.

13 I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE ▶ Signature of traveling RF
DATE (Date)
AMOUNT CLAIMED ▶ $ 818 10

NOTE: *Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287 and 1001).*

14 This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. *(NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)*

APPROVING OFFICIAL SIGN HERE ▶ Name and title of the authorizing official that is listed in Block 11 of the travel authority
DATE Leave Blank

15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION
a VOUCHER NO
b D.O. SYMBOL
c MONTH & YEAR

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT

AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ Leave this blank.
DATE Leave blank

17. FOR FINANCE OFFICE USE ONLY
COMPUTATION
Leave everything below this blank

a DIFFERENCES IF ANY *(Explain and show amount)*

b TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION $
Certifier's initials

c APPLIED TO TRAVEL ADVANCE *(Appropriation symbol)* $

NET TO TRAVELER ▶ $

18. ACCOUNTING CLASSIFICATION (Type in the appropriation and account symbols exactly the way they are shown in Block 17B of the travel authority).
36X0111.007
101///GEN/30-9910-2104

STANDARD FORM 1012 **(REV. 10-77)**
Prescribed by GSA, FPMR (41 CFR) 101-7

NSN 7540-00-634-4180

1012-116-01

Figure 1-10. Travel Voucher

SAMPLE OF TEMPORARY DUTY TRAVEL UNDER NEW PER DIEM SYSTEM

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel
- *Col. (d) thru (g)* Show amount incurred for each meal, including tax and tips, and daily total meal cost
- *(h)* Show expenses, such as laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals)
- *(i)* Complete for per diem and actual expense travel

(j) Show total subsistence expense incurred for actual expense travel

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate

(n) Show expenses, such as taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet PAGE 1 OF 1 PAGES

TRAVEL AUTHORIZATION NO.
Put Authority No. located in block 13 for travel authority

TRAVELER'S LAST NAME
DOE

DATE 19 88 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS: BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE ¢: NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
8/29	7:00A	LV residence for airport via POC (Mileage rate is 22.5¢ per mile								20	4 50		
	8:30A	LV airport on TWA Flight #800 for Washington, DC											
Washington,	11:30A	AR National airport, DC				25 50		87 00	112 50			112 50	(Metro) 80
8/30		List purpose of travel in Block 5 of travel authority				34 00		87 00	121 00			121 00	
8/31		List purpose of travel in Block 5 of travel authority				34 00		87 00	121 00			121 00	
9/01		List purpose of travel in Block 5 of travel authority				34 00		87 00	121 00			121 00	
9/02	3:00P	LV National iarport on TWA Flight #801				34 00			34 00			34 00	(Metro)
	7:00P	AR residence vi POC Air fare								20	4 50		80 298 00

Note: When leaving residence to go to the airport, you may either have someone drive you to and from the airport each time, and put the amount claimed under (l), or you could take a taxi/limo to the airport and put the amount under (n). Attach a copy of the airline tickets, lodging receipts, parking receipts, and a receipt for any claim $25 and over. Be sure to attach the original travel authority and an extra copy of your travel authority and voucher when sending in the package to the RE Staff (0875). Thanks!

NOTE: If you bought your airline ticket with your Diners Club card, you would claim the air fare under the (n) column.

	MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
SUBTOTALS ▶	9 00	509 50	299 60
TOTALS ▶	9 00	509 50	299 60

If additional space is required, continue on another SF 1012-A BACK leaving the front blank

Enter grand total of columns (l), (m) and (n) below and in item 13 on the front of this form

TOTAL AMOUNT CLAIMED ▶ $818.10

In compliance with the Privacy Act of 1974, the following information is provided. Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

STANDARD FORM 1012 BACK (10-77)

Figure 1-10 (Continued). Travel Voucher

Office of Facilities
Washington DC 20420

Department of
Veterans Affairs

In Reply Refer To

November 9, 1987

A-1 Contractors
2175 Smith Place
Union Town, CA

SUBJ: Safety and Fire Inspection - November 6, 1987, Contract NO_______, Project NO______, VAMC, City, State

1. A Safety and Fire Protection inspection was conducted on Friday, November 6, 1987 on the above subject project by Stephen Bradshaw, Resident Engineer; Dan Watkins, VAMC Safety Officer and Larry McCulloch, Field Superintendent for Castle Construction CO., Inc. The following violations were observed:

   a. Workmen not wearing hardhats as required per OSHA Section 1926.100(a)

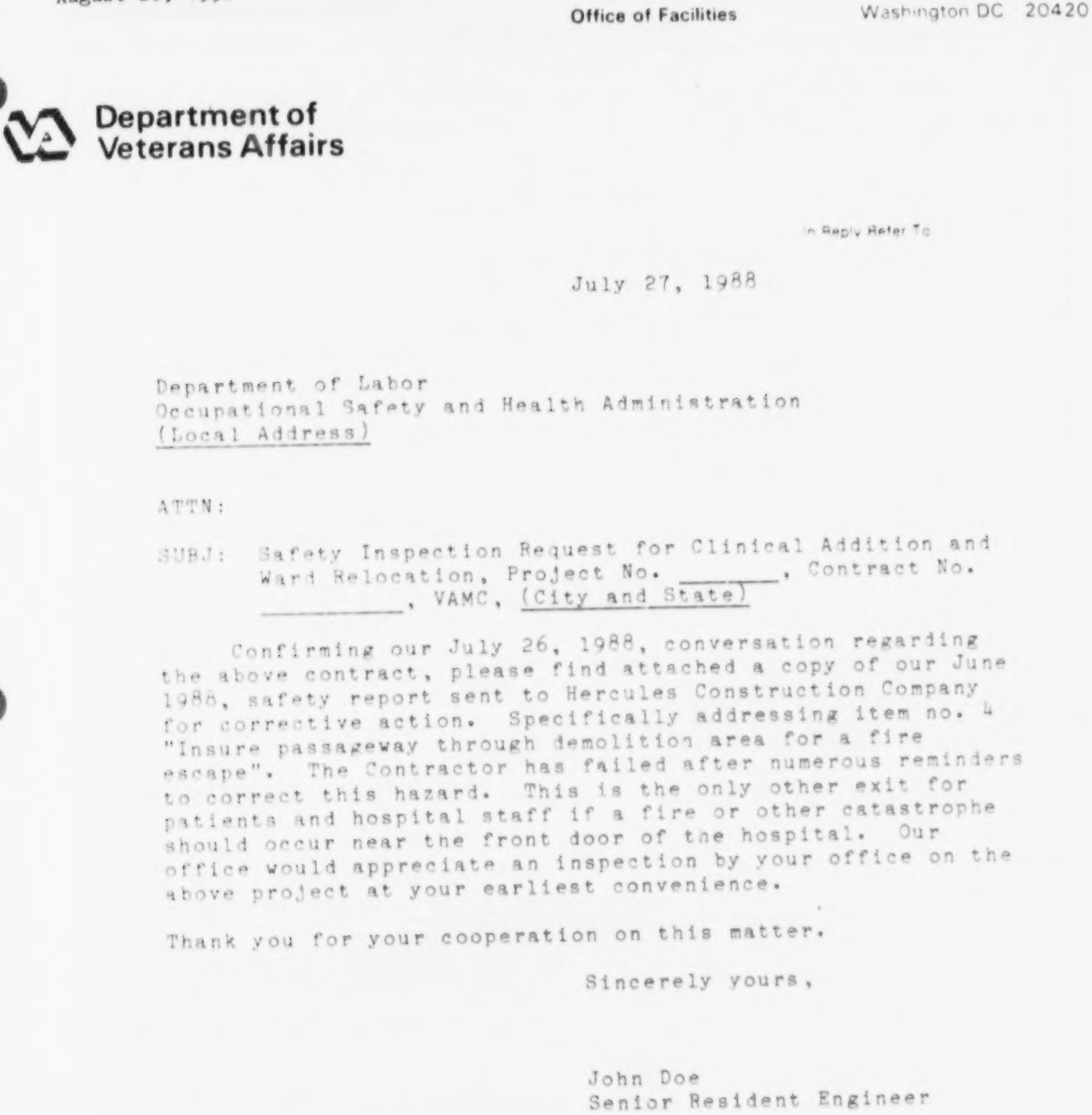
   b. Scaffolds without gaurdrails as required per OSHA Section 1926.451(a)(4)

2. Since all work currently being performed is within the existing Medical Center, the VAMC Safety Officer has advised me that he has made arrangements with you to attend your next subcontractor meeting, in order to review correct procedures for handling emergencies inside the VAMC.

NAME
Senior Resident Engineer

cc: 087(A,B,C, or D)
01001
01010
T
RF
A
087H

Figure 1-11. Monthly Safety Inspection Letter



Office of Facilities
Washington DC 20420

Department of
Veterans Affairs

In Reply Refer To

July 27, 1988

Department of Labor
Occupational Safety and Health Administration
(Local Address)

ATTN:

SUBJ: Safety Inspection Request for Clinical Addition and Ward Relocation, Project No. _______, Contract No. __________, VAMC, (City and State)

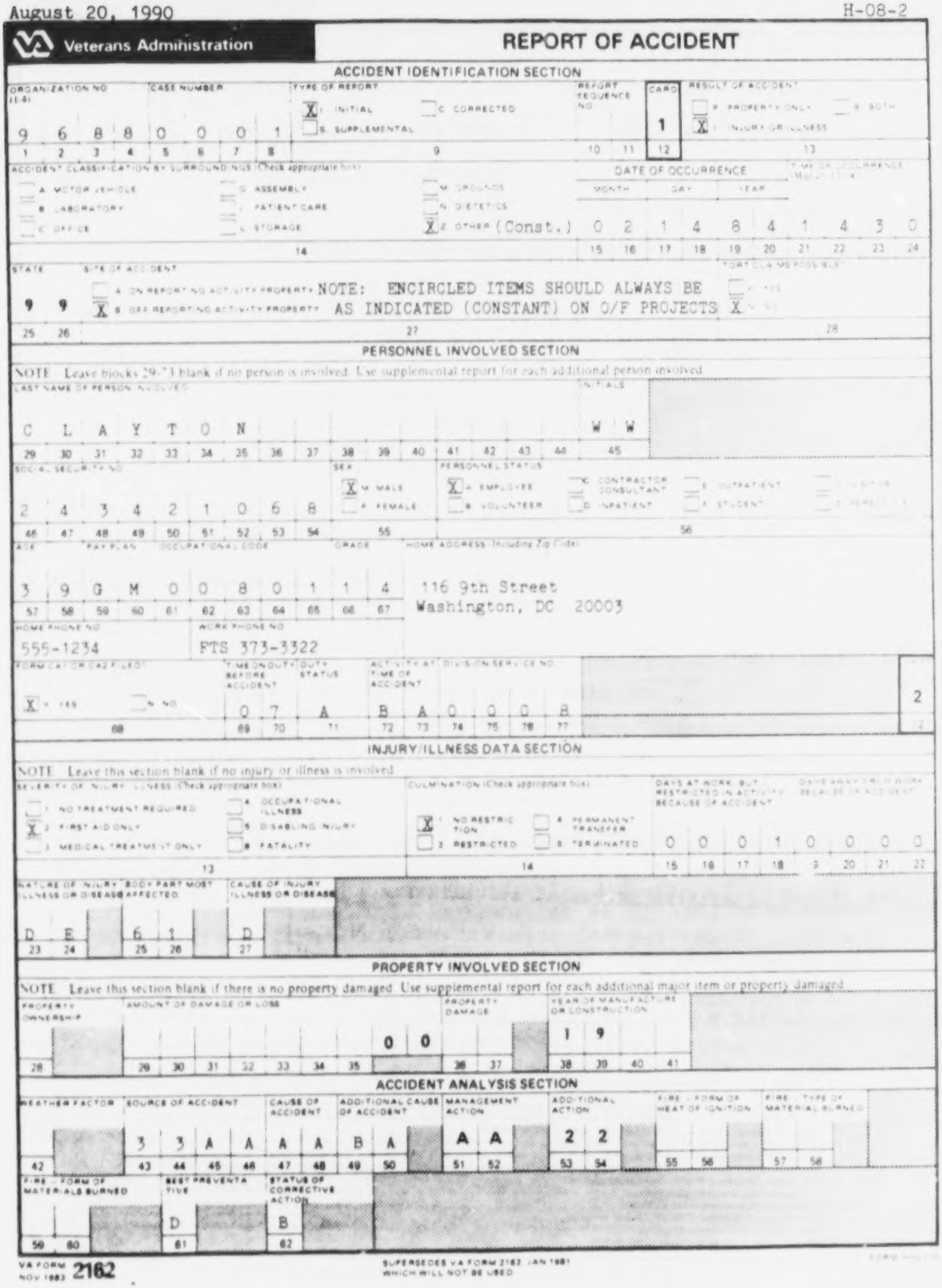
Confirming our July 26, 1988, conversation regarding the above contract, please find attached a copy of our June 1988, safety report sent to Hercules Construction Company for corrective action. Specifically addressing item no. 4 "Insure passageway through demolition area for a fire escape". The Contractor has failed after numerous reminders to correct this hazard. This is the only other exit for patients and hospital staff if a fire or other catastrophe should occur near the front door of the hospital. Our office would appreciate an inspection by your office on the above project at your earliest convenience.

Thank you for your cooperation on this matter.

Sincerely yours,

John Doe
Senior Resident Engineer

Figure 1-12. Letter to Department of Labor on Safety Violations



Veterans Administration

REPORT OF ACCIDENT

ACCIDENT IDENTIFICATION SECTION

ORGANIZATION NO (1-4)				CASE NUMBER				TYPE OF REPORT	REPORT SEQUENCE NO		CARD	RESULT OF ACCIDENT
9	6	8	8	0	0	0	1	☒ I INITIAL ☐ S SUPPLEMENTAL ☐ C CORRECTED			1	☐ P PROPERTY ONLY ☒ I INJURY OR ILLNESS ☐ B BOTH
1	2	3	4	5	6	7	8	9	10	11	12	13

ACCIDENT CLASSIFICATION BY SURROUNDINGS (Check appropriate box)

☐ A MOTOR VEHICLE
☐ B LABORATORY
☐ C OFFICE
☐ G ASSEMBLY
☐ I PATIENT CARE
☐ L STORAGE
☐ M GROUNDS
☐ N DIETETICS
☒ Z OTHER (Const.)

14	DATE OF OCCURRENCE MONTH		DAY		YEAR		TIME OF OCCURRENCE (Military Time)			
Z (Const.)	0	2	1	4	8	4	1	4	3	0
14	15	16	17	18	19	20	21	22	23	24

STATE		SITE OF ACCIDENT	TORT CLAIMS POSSIBLE
9	9	☐ A ON REPORTING ACTIVITY PROPERTY ☒ B OFF REPORTING ACTIVITY PROPERTY	☐ Y YES ☒ N NO
25	26	27	28

NOTE: ENCIRCLED ITEMS SHOULD ALWAYS BE AS INDICATED (CONSTANT) ON O/F PROJECTS

PERSONNEL INVOLVED SECTION

NOTE Leave blocks 29-73 blank if no person is involved. Use supplemental report for each additional person involved.

LAST NAME OF PERSON INVOLVED

																INITIALS	
C	L	A	Y	T	O	N										W	W
29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	

SOCIAL SECURITY NO									SEX	PERSONNEL STATUS
2	4	3	4	2	1	0	6	8	☒ M MALE ☐ F FEMALE	☒ A EMPLOYEE ☐ B VOLUNTEER ☐ C CONTRACTOR CONSULTANT ☐ D INPATIENT ☐ E OUTPATIENT ☐ F STUDENT ☐ G VISITOR ☐ Z [illegible]
46	47	48	49	50	51	52	53	54	55	56

AGE		PAY PLAN		OCCUPATIONAL CODE					GRADE	
3	9	G	M	0	0	8	0	1	1	4
57	58	59	60	61	62	63	64	65	66	67

HOME ADDRESS (Including Zip Code)
116 9th Street
Washington, DC 20003

HOME PHONE NO: 555-1234
WORK PHONE NO: FTS 373-3322

FORM CA1 OR CA2 FILED?	TIME ON DUTY BEFORE ACCIDENT		DUTY STATUS	ACTIVITY AT TIME OF ACCIDENT	DIVISION/SERVICE NO					CARD
☒ Y YES ☐ N NO	0	7	A	B	A	0	0	0	8	2
68	69	70	71	72	73	74	75	76	77	12

INJURY/ILLNESS DATA SECTION

NOTE Leave this section blank if no injury or illness is involved.

SEVERITY OF INJURY/ILLNESS (Check appropriate box)	CULMINATION (Check appropriate box)	DAYS AT WORK BUT RESTRICTED IN ACTIVITY BECAUSE OF ACCIDENT				DAYS AWAY FROM WORK BECAUSE OF ACCIDENT			
☐ 1 NO TREATMENT REQUIRED ☒ 2 FIRST AID ONLY ☐ 3 MEDICAL TREATMENT ONLY ☐ 4 OCCUPATIONAL ILLNESS ☐ 5 DISABLING INJURY ☐ 6 FATALITY	☒ 1 NO RESTRICTION ☐ 2 RESTRICTED ☐ 4 PERMANENT TRANSFER ☐ 5 TERMINATED	0	0	0	1	0	0	0	0
13	14	15	16	17	18	19	20	21	22

NATURE OF INJURY ILLNESS OR DISEASE		BODY PART MOST AFFECTED		CAUSE OF INJURY ILLNESS OR DISEASE
D	E	6	1	D
23	24	25	26	27

PROPERTY INVOLVED SECTION

NOTE Leave this section blank if there is no property damaged. Use supplemental report for each additional major item or property damaged.

PROPERTY OWNERSHIP	AMOUNT OF DAMAGE OR LOSS								PROPERTY DAMAGE		YEAR OF MANUFACTURE OR CONSTRUCTION			
								0 0			1	9		
28	29	30	31	32	33	34	35		36	37	38	39	40	41

ACCIDENT ANALYSIS SECTION

WEATHER FACTOR	SOURCE OF ACCIDENT				CAUSE OF ACCIDENT		ADDITIONAL CAUSE OF ACCIDENT		MANAGEMENT ACTION		ADDITIONAL ACTION		FIRE - FORM OF HEAT OF IGNITION		FIRE - TYPE OF MATERIAL BURNED	
	3	3	A	A	A	A	B	A	A	A	2	2				
42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58

FIRE - FORM OF MATERIALS BURNED		BEST PREVENTATIVE	STATUS OF CORRECTIVE ACTION
		D	B
59	60	61	62

VA FORM 2162
NOV 1983

SUPERSEDES VA FORM 2162, JAN 1981 WHICH WILL NOT BE USED

Figure 1-13. Report of Accident

[illegible] NARRATE ACCIDENT OR INCIDENT. EXPLAIN WHAT LED UP TO THE ACCIDENT, HOW THE ACCIDENT HAPPENED, EQUIPMENT FAILURES, MATERIAL DEFECTS, ETC. USE SEPARATE SHEETS AS REQUIRED

During inspection of construction site in the rain, employee's foot slipped when he stepped on a wet board, causing him to strain the left ankle.

X-rays taken were negative.

Ankle was wrapped and employee returned to duty.

WITNESSES

Miss Amy Fravel

CORRECTIVE ACTION TAKEN OR PLANNED

New safety shoes with non-slip soles have been ordered.

SIGNATURE AND TITLE OF REPORT INITIATOR (Supervisor) W. W. CLAYTON, Resident Engineer	DATE 2/14/84	TELEPHONE NO. FTS 373-3322
SIGNATURE AND TITLE OF REVIEWING AUTHORITY (Service Chief) Director, Resident Engineer Staff (087H)	DATE	TELEPHONE NO.
EVALUATION OF THIS REPORT BY SAFETY PERSON (SRE or FSO if station personnel are involved.)		
SIGNATURE OF SAFETY OFFICER Senior Resident Engineer	DATE	TELEPHONE NO.
SIGNATURE OF SAFETY AND FIRE PROTECTION ENGINEER Regional Safety & Fire Protection Engineer	DATE	TELEPHONE NO.

NOTICE OF CONDITIONS UNDER WHICH THIS INFORMATION IS COLLECTED

In compliance with the Privacy Act of 1974, the following is provided:

1. Solicitation of the information is authorized by the Occupational Safety and Health Act of 1970 (PL 91-596), 5 USC 7902, 29 CFR 1960, 28 USC 2671-80 and Executive Order 12196 (1 Oct 1980); these authorities do not require that penalties be imposed for failure to respond to this request.
2. The principal purpose for which this information is collected is to provide statistical data and analysis of injury, illness and property loss experience in support of the Departmental, Agency, Region and Staff Office Safety and Health Programs as well as required statistical summations or reports to the Department of Labor and other governmental entities or functions requiring such information.
3. Routine uses of this information include: a) Providing the means for complying with the reporting requirements of the Occupational Safety and Health Act of 1970, 29 CFR 1960, and such other reports as may be required by legislative or regulatory obligations. b) Providing such summary statistical data and analysis as is necessary to appropriately evaluate the effectiveness of the safety management programs and assist appropriate departmental functions in the initiation and support of corrective or preventive action. c) Responding to a court subpoena or court of competent jurisdictions in a criminal or civil suit; and d) Transferring to the appropriate governmental or regulatory entities, whether federal, state, local or foreign, such information as is relevant to investigative action or when a violation of a statute or regulation is indicated.
4. The effect on the individual of not providing all or part of the requested information may be to render impossible or to delay the Department's documenting the injury, illness and/or property loss. Every effort will be made to obtain the factual information relating to an incident from other sources should the individual involved refuse to provide the requested information.

PLEASE DETACH CODING INSTRUCTIONS BEFORE SUBMISSION

Figure 1-13. (Continued). Report of Accident

WHITE PAPER

SUBJECT: Duties of a Resident Engineer

1. Relocate to designated job.

2. Establish liaison with central office, medical facility, A/E, contractor, etc.

3. Establish RE office:

   a. Acquire necessary office furniture and equipment.
   b. Employ clerical assistance.
   c. Set up office procedures and filing system.
   d. Assign duties of other staff REs.

4. Identify and initiate action to acquire construction contract specification references.

5. Review initial contract work area(s) to assure their availability for contractor to start work. Note and act on any changed site conditions which may impact start of work.

6. Conduct preconstruction conference with contractor, principal subcontractors, and station representatives:

   a. Outline areas of responsibility of the various parties.
   b. Establish communication channels and procedures.
   c. Establish contractor's personnel travel routes onto and off station, parking, storage, access to station utilities (electricity, water, steam), etc.
   d. Review principal aspects of contract general requirements and general conditions, particularly in regard to submittals, RFI's, proposed changes, cost proposals, access to work areas, storage of materials, monthly progress payments, CPM, safety, daily logs, payrolls, testing lab procedures, procedures for emergencies such as serious personal injury, fire or accidental break of station utility systems, procedures for scheduling interruptions to station services, etc.
   e. Establish regularly scheduled meetings with contractor and with VA facility representative for life of contract.

7. Conduct preconstruction survey of all areas just prior to turning area over to contractor.

8. Review contractor's cost breakdown and provide him guidance to facilitate its conformance with requirements and approval by contracting officer.

Figure 2-1. Duties of a Resident Engineer

9. Review all submittals on contractor's proposed equipment and materials; approving those in compliance with contract and disapproving those not in compliance. Examine A/E recommendations to assure thorough and proper review by A/E.

10. Inspect all work, workmanship, materials and equipment being installed for conformance with contract. Assure that payments include appropriate adjustments for non-conforming work and take action to assure correction of deficiencies.

11. Meet with contractor monthly to establish equitable monthly payment to contractor based on work satisfactorily completed and qualified stored materials. Update inventory of stored materials monthly.

12. Meet with contractor at least bi-weekly to review and resolve job problems or other issues and to maintain good communication.

13. Provide timely and accurate responses to contractor's requests for information.

14. Request contractor's cost proposal for contemplated changes in the work and endeavor to convert them to supplemental agreements in a timely manner.

15. When appropriate, issue field change orders to effect a change in the work that may otherwise result in a Government-caused delay in the work.

16. Issue field change orders and supplemental agreements within specified authority for necessary changes.

17. Assure no extra contractual work is ordered without issuance of a change order or supplemental agreement.

18. Assure the development of independent cost estimates for all change orders and supplemental agreements.

19. Take prompt action on all proposals received from the contractor.

20. Negotiate all cost proposals with contractor and/or A/E when necessary to assure an equitable agreement that is within about 10 percent of Government estimate.

21. Monitor A/E's performance under construction period services and notify project managers when compliance with contract cannot be achieved.

Figure 2-1 (Continued). Duties of a Resident Engineer

22. Ensure that all work activities of contractor are inspected daily to determine adequacy of work force, materials, equipment and conformance to contract. Take prompt action to resolve any apparent deficiencies.

23. Coordinate any necessary utility interruptions with the facility to assure minimum disruption to the facility and to provisions of the construction contract.

24. Respond to all inquiries or requests by the facility representative in a timely, responsive and cooperative manner.

25. Study contract plans and specifications to be sufficiently knowledgeable of their contents so as to be able to quickly locate specific requirements on any item or system.

26. Have ready access to standards and codes incorporated in drawings and specifications by reference, and ability to derive correct interpretation of applicable standards and codes.

27. Physically examine materials and equipment upon delivery to site for conformance with approved submittals and contract documents.

28. At the start of any new work activity or subcontractor, examine the contractor's intentions in regard to materials, and methods to assure results will contribute toward satisfactory results.

29. Closely monitor and record all tests performed by contractor. Maintain specific record on failures, their cause, number and location.

30. Maintain daily logs to record work done by contractor each day, significant material deliveries, problems, tests, delays, weather, etc.

31. Assure the contracting officer is kept fully advised of all significant events, serious problems or delays, and furnish the contracting officer the resident engineer's recommendation on all such issues.

32. When authorized, conduct partial and/or final inspections in accordance wtih established procedure.

33. Review contract documents to identify potential problems and initiate early action to minimize adverse impact on cost or time.

Figure 2-1 (Continued). Duties of a Resident Engineer

34. Ensure that employees are selected, developed, and assigned duties consistent with EEO principles and in a manner which maximize use of skills in achieving program goals.

35. Reward good performance and take action to correct poor performance through timely and effective use of performance appraisal systems, incentive awards or appropriate application of corrective measures.

36. Motivate staff to a satisfactory level of productivity and commitment to program goals.

37. Maintain a high morale, reasonable employee turnover rate and appropriate use of sick and annual leave.

38. Provide or initiate training of personnel to ensure maximum use of available equipment and resources.

39. Effectively represent O/F to other officials, within or outside the agency so that little or no criticism is justified due to lack of preparation, nonresponsiveness or failure to accurately reflect VA and O/F program priorities.

40. Establish effective communication channels which promote timely transmission of information within the RE office and to other organizational elements.

41. Ensure that initiated action documents and replies to controlled correspondence are fully coordinated, comply with applicable policies and procedures and that acceptable standards for grammar, sentence, and paragraph structure and format are utilized.

42. Maintain accurate and complete job files, including record drawings and specifications.

43. Maintain control of all appropriations so as to assure the adequacy of contingency and office administrative funds, assure the funds are properly utilized and notify the appropriate office in a timely manner when the need for additional funds is contemplated.

44. Comply with the procedures in the Handbook for Resident Engineers (H-08-2).

Figure 2-1 (Continued). Duties of a Resident Engineer

DEPARTMENT OF VETERANS AFFAIRS
CONTRACTING OFFICER AUTHORIZATION ORDER NO. (________)

SUBJ: Designation of ____(Name)____, Senior Resident Engineer, as Authorized Representative of the Contracting Officer

____(Name)____, Senior Resident Engineer, is designated authorized representative of the Contracting Officer under Contract No.________, dated ________, with ____(Company Name)____, ____(Address)____, for ____(Project Name)____, at Veterans Affairs Medical Center, ____(City)____, ____(State)____, and is delegated authority to approve any change in the work within the general scope of the contract as contemplated by "Changes" and "Differing Site Conditions" clauses of the General Conditions of the contract. The following limitations apply to Field Change Orders and Field Supplemental Agreements issued under this Authorization Order:

a. ________ increase or decrease (or estimated increase or decrease) for any one change.

b. ______ ( ) calendar days time for any one change and
______ ( ) calendar days per month.

c. ________ net increase per calendar month for changes.

d. This authority expires 90 days after date of final inspection.

The above authority is to be exercised only by the Senior Resident Engineer designated by name and only with respect to the contract cited. In exercising this authority, the Senior Resident Engineer is to observe and comply with the principles and procedures set forth in the Handbook for Resident Engineers (H-08-2).

(Name)
Contracting Officer

Figure 2-2. Contracting Officer Authorization

CIRCULAR 10-88-8

Veterans Administration
Department of Medicine and Surgery
Washington, DC 20420

TO: Regional Directors; Medical District Directors; VA Medical Center Activities, Domiciliary, Outpatient Clinics and Regional Offices with Outpatient Clinics

SUBJ: Requests for Changes to Approved and Funded Construction Projects in the Major Construction Category

1. PURPOSE: This DM&S circular is a new issue which sets forth procedures for submission, review and approval of requests for changes to approved and funded projects in the major construction category when such changes are proposed by the Department of Medicine and Surgery and involve programmatic areas or functions. This circular will be incorporated into DM&S Supplement to MP-3, Chapter 4.

2. POLICY:

a. All VAMC initiated requests for changes to programmatic areas or functions, after establishment of a cost target, must have DM&S approval prior to submission to the Office of Facilities (08) for accomplishment.

b. Those requests estimated by the Medical Center to cost less than $25,000 will be reviewed by the Regional Director and either approved for further development by the Office of Facilities or disapproved and returned to the Medical Center without further action.

c. Those requests estimated to cost $25,000 or more will be submitted for review and approval as described in paragraph 3.

3. ACTION: For the purposes of this circular, programmatic areas or functions are defined as nursing units, clinical areas (laboratory, pharmacy, surgical suites, therapy clinics) and administrative areas which directly or indirectly support medical care programs. Changes to these areas include a wide variety of modifications or additions perceived to enhance delivery of patient care. Frequently these changes are requested to accommodate advanced technology in equipment or programs not anticipated during early planning stages of the project. Changes to mechanical systems and other technical features required for the operation and safety of the facility are not included in the scope of this circular unless these changes are requested by DM&S to meet special program requirements and exceed established criteria.

THIS CIRCULAR EXPIRES FEBRUARY 3, 1989.

Figure 2-3. VHS&RA Circular 10-88-8 dated February 3, 1988

a. The Medical Center Director will submit all requests for change to the field office of the Regional Director with copies to the Project Manager if during design or to the Resident Engineer if during construction.

b. Review at the Regional office will involve appropriate Central Office program officials. If after a thorough review the request is disapproved, it will be returned to the Medical Center without action.

c. If the request is approved and the estimated cost is less than $25,000, the Regional Director will forward the request to the Office of Facilities for further action.

d. If the recommended changes are concurred in by the Regional Director and the estimated cost is $25,000 or more, it will be forwarded through channels to the Deputy Chief Medical Director (10A).

e. The request will be reviewed by a Design Change Review Board, comprised of the Deputy Chief Medical Director, the Assistant Deputy Chief Medical Director for Programs and Operations, (or their designees), representatives from programs involved, Regional Office, Medical Center, other DM&S representatives as approriate, and representative(s) from the Office of Facilities.

f. The Design Change Review Board will meet within fifteen workdays after receipt of the request by the Deputy Chief Medical Director and will be the final DM&S authority for review and approval of requested changes. If approval is recommended, the request will be referred to the Office of Facilities for further consideration and action.

g. The Office of the Director, Budget Service (041) will be advised in writing of all changes approved by the Design Change Review Board.

4. REFERENCES: DM&S Supplement, MP-3, Chapter 4, Sub-paragraph g IL 10-86-22, Construction Cost Overruns.

5. RESCISSIONS: This DM&S circular will be rescinded February 3, 1989.

Figure 2-3 (Continued). VHS&RA Circular 10-88-8
dated February 3, 1988

CIRCULAR 10-88-8
February 3, 1988

6. FOLLOW-UP RESPONSIBILITY: Deputy Chief Medical Director (10A3).

Arthur J Lewis MD
ARTHUR J. LEWIS, M.D.
Deputy Chief Medical Director

Attachment

DISTRIBUTION: COA: (10) only
SS (10A1C) FLD: RD, MDD, MA, DO, OC & OCRO-1 each plus 200-2
EX: Boxes 44-6 & 88-2, Boxes 104, 60, 54 and 52 -1 each and 63-5

Figure 2-3 (Continued). VHS&RA Circular 10-88-8 dated February 3, 1988

Attachment A

CIRCULAR 10-88-8
February 3, 1988

DESCRIPTION AND JUSTIFICATION OF REQUEST

1. The request must include a complete description of the proposed change:

    a. Reasons for change.

    b. Functional areas included.

    c. Net square footage involved.

    d. Impact on utilities, transport, mechanical and other systems.

    e. Impact on adjacent areas.

    f. Equipment requirements.

2. Justification/Needs Assessment:

    a. Workload factors supporting the Request.

    b. Cost analysis--will the change result in cost avoidance or savings to the future operation of the program or service?

    c. Is the proposal supported by MEDIPP or 5-year plan?

    d. Will the proposed change result in significant improvement in patient care or medical facility operation--is this modality or service available elsewhere in the area on a shared basis or within the medical district?

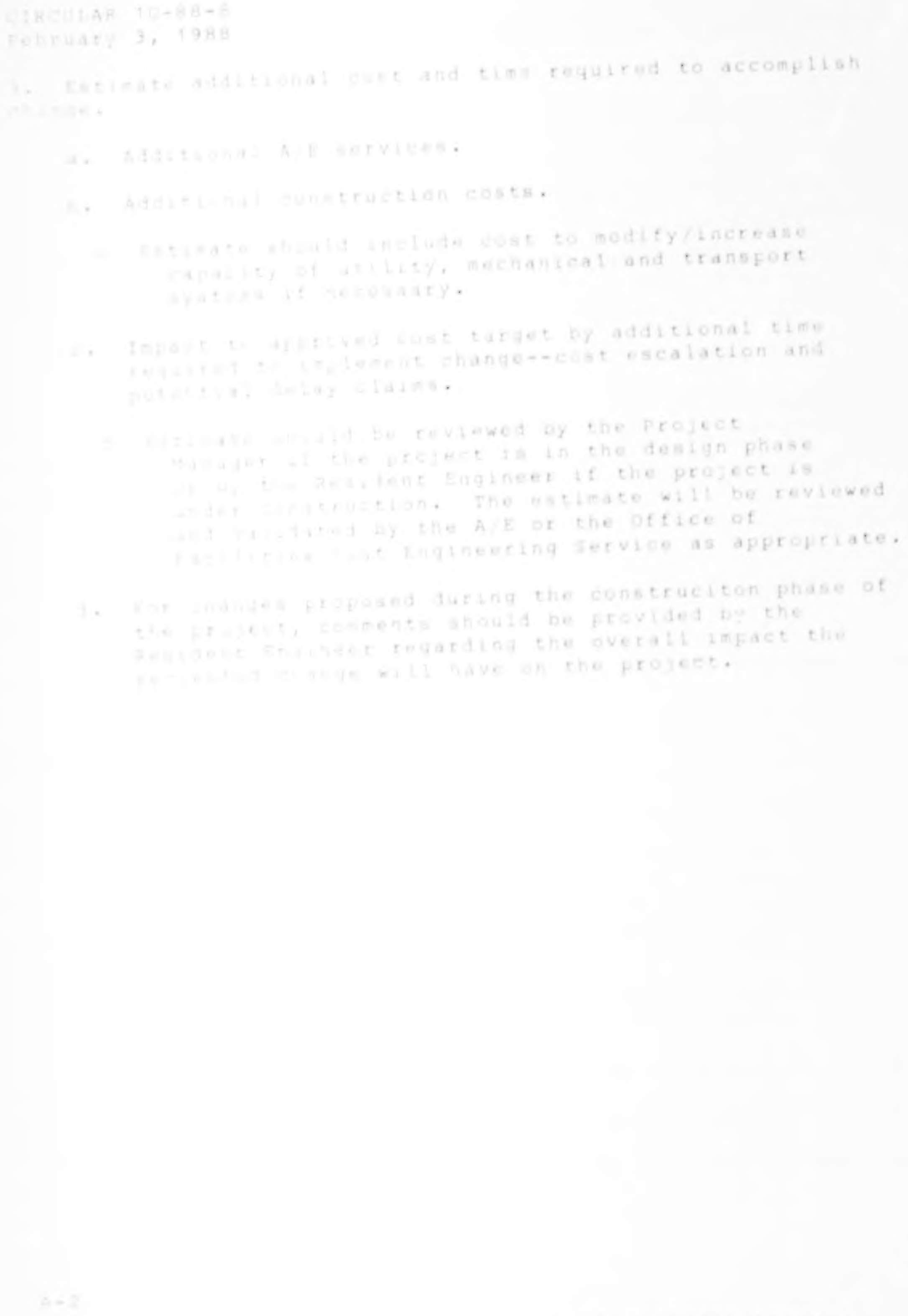
    e. Will this result in more efficient use of personnel or reduce staffing requirements?

    f. Have alternate solutions been considered--describe.

    g. Other justification.

    h. Implications if not approved.

Figure 2-3 (Continued). VHS&RA Circular 10-88-8 dated February 3, 1988



CIRCULAR 10-88-8
February 3, 1988

3. Estimate additional cost and time required to accomplish change.

   a. Additional A/E services.

   b. Additional construction costs.

      o Estimate should include cost to modify/increase capacity of utility, mechanical and transport systems if necessary.

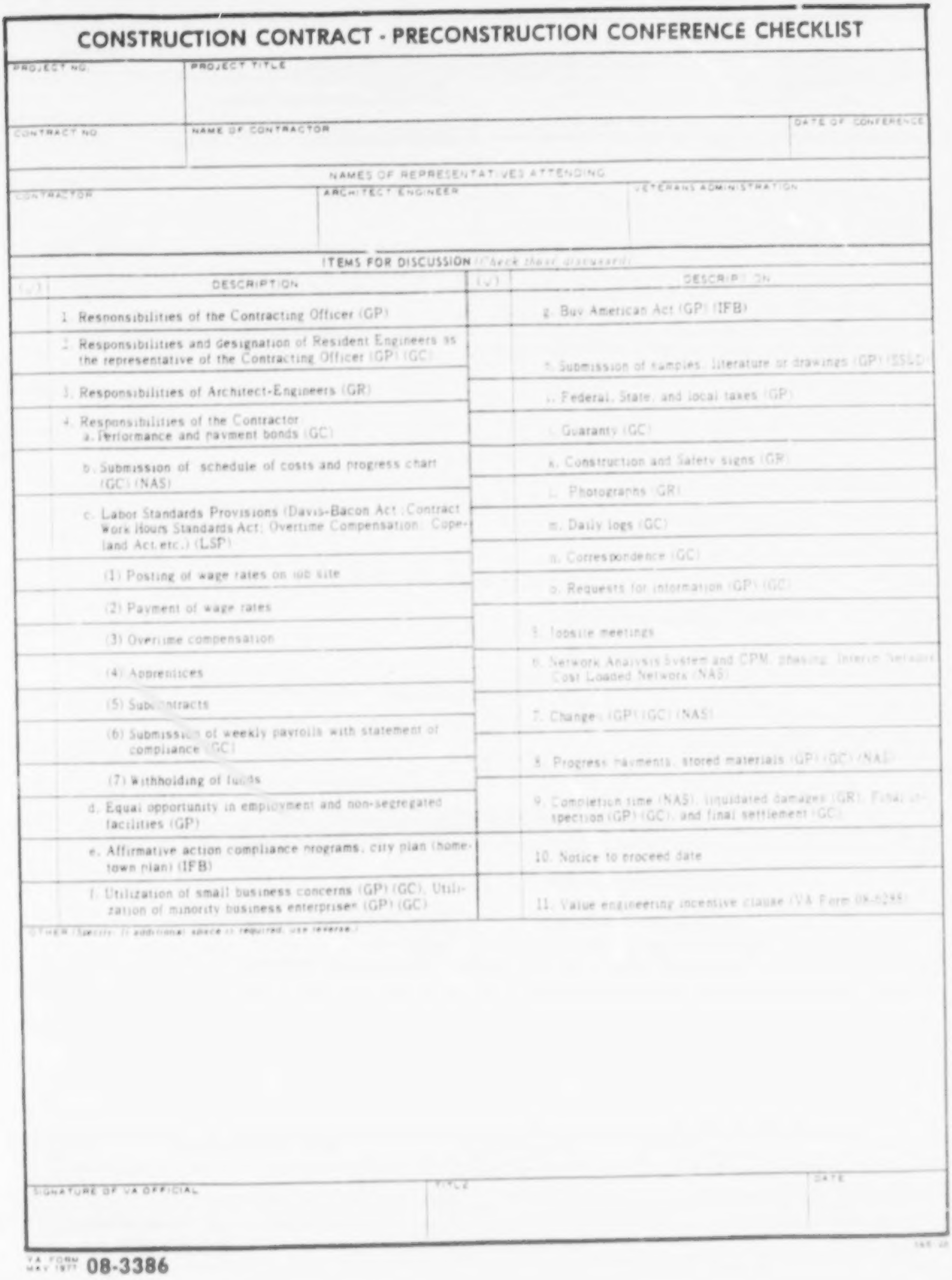
   c. Impact to approved cost target by additional time required to implement change--cost escalation and potential delay claims.

      o Estimate should be reviewed by the Project Manager if the project is in the design phase or by the Resident Engineer if the project is under construction. The estimate will be reviewed and validated by the A/E or the Office of Facilities Cost Engineering Service as appropriate.

4. For changes proposed during the construciton phase of the project, comments should be provided by the Resident Engineer regarding the overall impact the requested change will have on the project.

A-2

Figure 2-3 (Continued). VHS&RA Circular 10-88-8
dated February 3, 1988



CONSTRUCTION CONTRACT - PRECONSTRUCTION CONFERENCE CHECKLIST

PROJECT NO.	PROJECT TITLE	
CONTRACT NO.	NAME OF CONTRACTOR	DATE OF CONFERENCE

NAMES OF REPRESENTATIVES ATTENDING

CONTRACTOR	ARCHITECT ENGINEER	VETERANS ADMINISTRATION

ITEMS FOR DISCUSSION *(Check those discussed)*

(✓) DESCRIPTION

1. Responsibilities of the Contracting Officer (GP)
2. Responsibilities and designation of Resident Engineers as the representative of the Contracting Officer (GP) (GC)
3. Responsibilities of Architect-Engineers (GR)
4. Responsibilities of the Contractor
    - a. Performance and payment bonds (GC)
    - b. Submission of schedule of costs and progress chart (GC) (NAS)
    - c. Labor Standards Provisions (Davis-Bacon Act; Contract Work Hours Standards Act; Overtime Compensation; Copeland Act, etc.) (LSP)
        - (1) Posting of wage rates on job site
        - (2) Payment of wage rates
        - (3) Overtime compensation
        - (4) Apprentices
        - (5) Subcontracts
        - (6) Submission of weekly payrolls with statement of compliance (GC)
        - (7) Withholding of funds
    - d. Equal opportunity in employment and non-segregated facilities (GP)
    - e. Affirmative action compliance programs, city plan (home-town plan) (IFB)
    - f. Utilization of small business concerns (GP) (GC), Utilization of minority business enterprises (GP) (GC)

(✓) DESCRIPTION

- g. Buy American Act (GP) (IFB)
- h. Submission of samples, literature or drawings (GP) (SSLD)
- i. Federal, State, and local taxes (GP)
- j. Guaranty (GC)
- k. Construction and Safety signs (GR)
- l. Photographs (GR)
- m. Daily logs (GC)
- n. Correspondence (GC)
- o. Requests for information (GP) (GC)

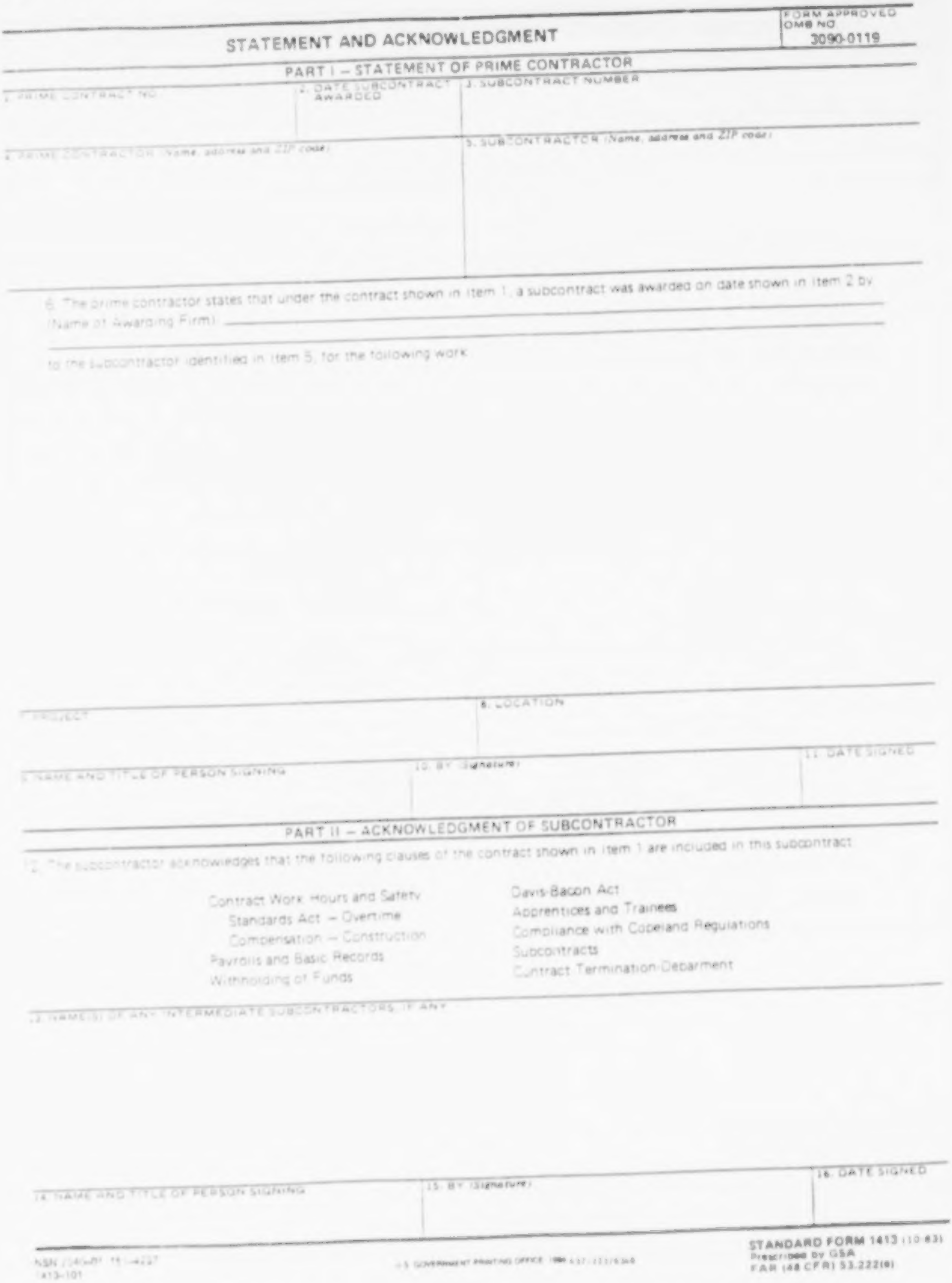
5. Jobsite meetings
6. Network Analysis System and CPM, phasing, Interim Network, Cost Loaded Network (NAS)
7. Changes (GP) (GC) (NAS)
8. Progress payments, stored materials (GP) (GC) (NAS)
9. Completion time (NAS), liquidated damages (GR), Final inspection (GP) (GC), and final settlement (GC)
10. Notice to proceed date
11. Value engineering incentive clause (VA Form 08-6298)

OTHER (Specify. If additional space is required, use reverse.)

SIGNATURE OF VA OFFICIAL	TITLE	DATE

VA FORM MAY 1977 **08-3386**

Figure 2-4. Preconstruction Conference Check List



FORM APPROVED
OMB NO
3090-0119

STATEMENT AND ACKNOWLEDGMENT

PART I – STATEMENT OF PRIME CONTRACTOR

1. PRIME CONTRACT NO.	2. DATE SUBCONTRACT AWARDED	3. SUBCONTRACT NUMBER
4. PRIME CONTRACTOR (Name, address and ZIP code)		5. SUBCONTRACTOR (Name, address and ZIP code)

6. The prime contractor states that under the contract shown in item 1, a subcontract was awarded on date shown in item 2 by (Name of Awarding Firm) ______

to the subcontractor identified in item 5, for the following work:

7. PROJECT		8. LOCATION
9. NAME AND TITLE OF PERSON SIGNING	10. BY (Signature)	11. DATE SIGNED

PART II – ACKNOWLEDGMENT OF SUBCONTRACTOR

12. The subcontractor acknowledges that the following clauses of the contract shown in item 1 are included in this subcontract:

Contract Work Hours and Safety Standards Act – Overtime Compensation – Construction
Payrolls and Basic Records
Withholding of Funds
Davis-Bacon Act
Apprentices and Trainees
Compliance with Copeland Regulations
Subcontracts
Contract Termination-Debarment

13. NAME(S) OF ANY INTERMEDIATE SUBCONTRACTORS, IF ANY

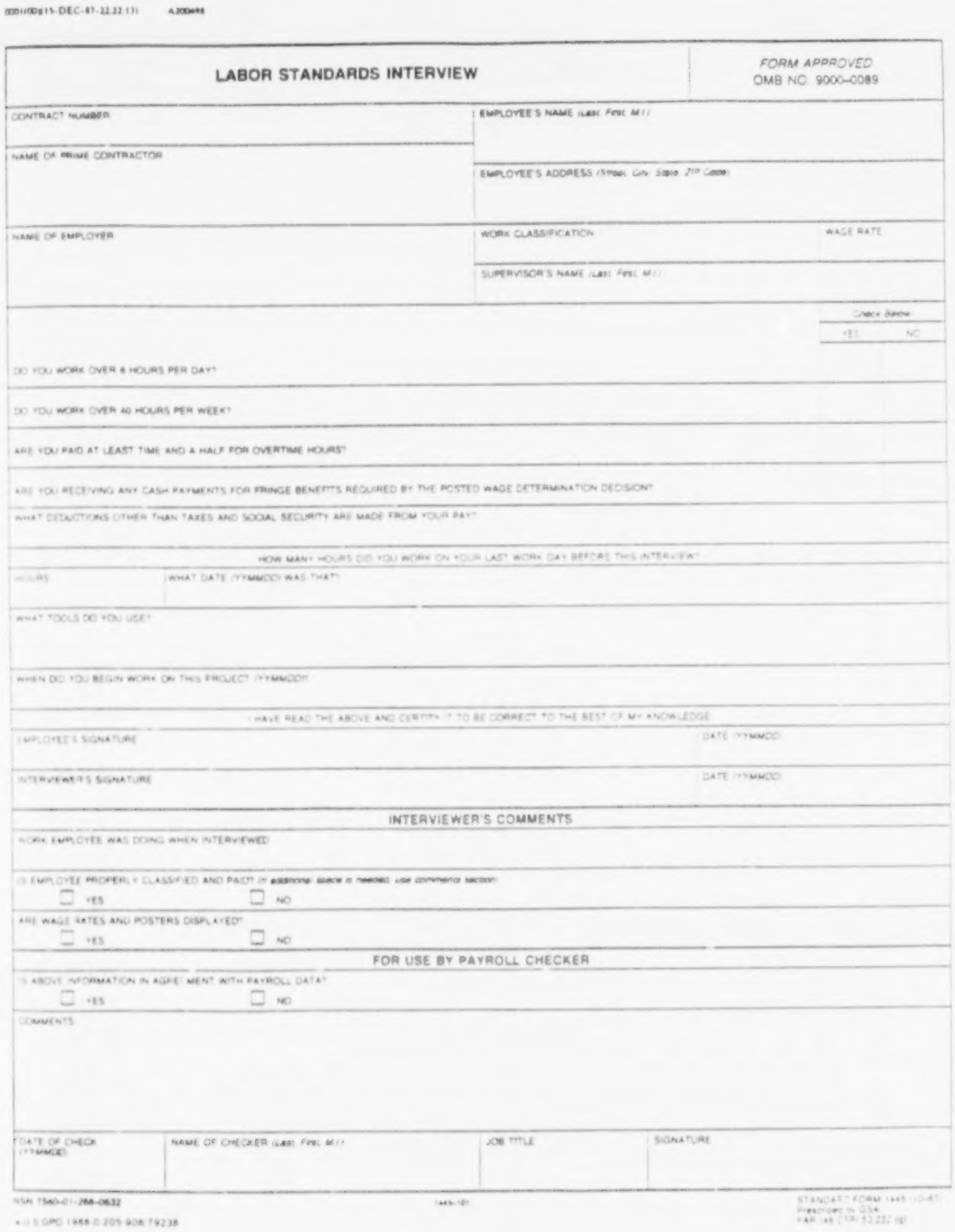
14. NAME AND TITLE OF PERSON SIGNING	15. BY (Signature)	16. DATE SIGNED

NSN 7540-01-151-4237
1413-101

U.S. GOVERNMENT PRINTING OFFICE: 1984 [illegible]

STANDARD FORM 1413 (10-83)
Prescribed by GSA
FAR (48 CFR) 53.222(e)

Figure 2-5. Standard Form 1413 "Statement and Acknowledgment"



(0001)(0D)(15-DEC-87-22.22.13)   A200498

LABOR STANDARDS INTERVIEW

FORM APPROVED
OMB NO. 9000–0089

CONTRACT NUMBER

EMPLOYEE'S NAME *(Last, First, M.I.)*

NAME OF PRIME CONTRACTOR

EMPLOYEE'S ADDRESS *(Street, City, State, ZIP Code)*

NAME OF EMPLOYER

WORK CLASSIFICATION

WAGE RATE

SUPERVISOR'S NAME *(Last, First, M.I.)*

	Check Below	
	YES	NO
DO YOU WORK OVER 8 HOURS PER DAY?		
DO YOU WORK OVER 40 HOURS PER WEEK?		
ARE YOU PAID AT LEAST TIME AND A HALF FOR OVERTIME HOURS?		
ARE YOU RECEIVING ANY CASH PAYMENTS FOR FRINGE BENEFITS REQUIRED BY THE POSTED WAGE DETERMINATION DECISION?		

WHAT DEDUCTIONS OTHER THAN TAXES AND SOCIAL SECURITY ARE MADE FROM YOUR PAY?

HOW MANY HOURS DID YOU WORK ON YOUR LAST WORK DAY BEFORE THIS INTERVIEW?

HOURS

WHAT DATE *(YYMMDD)* WAS THAT?

WHAT TOOLS DO YOU USE?

WHEN DID YOU BEGIN WORK ON THIS PROJECT *(YYMMDD)*?

I HAVE READ THE ABOVE AND CERTIFY IT TO BE CORRECT TO THE BEST OF MY KNOWLEDGE

EMPLOYEE'S SIGNATURE

DATE *(YYMMDD)*

INTERVIEWER'S SIGNATURE

DATE *(YYMMDD)*

INTERVIEWER'S COMMENTS

WORK EMPLOYEE WAS DOING WHEN INTERVIEWED

IS EMPLOYEE PROPERLY CLASSIFIED AND PAID? *(If additional space is needed, use comments section)*

☐ YES ☐ NO

ARE WAGE RATES AND POSTERS DISPLAYED?

☐ YES ☐ NO

FOR USE BY PAYROLL CHECKER

IS ABOVE INFORMATION IN AGREEMENT WITH PAYROLL DATA?

☐ YES ☐ NO

COMMENTS

DATE OF CHECK *(YYMMDD)*	NAME OF CHECKER *(Last, First, M.I.)*	JOB TITLE	SIGNATURE

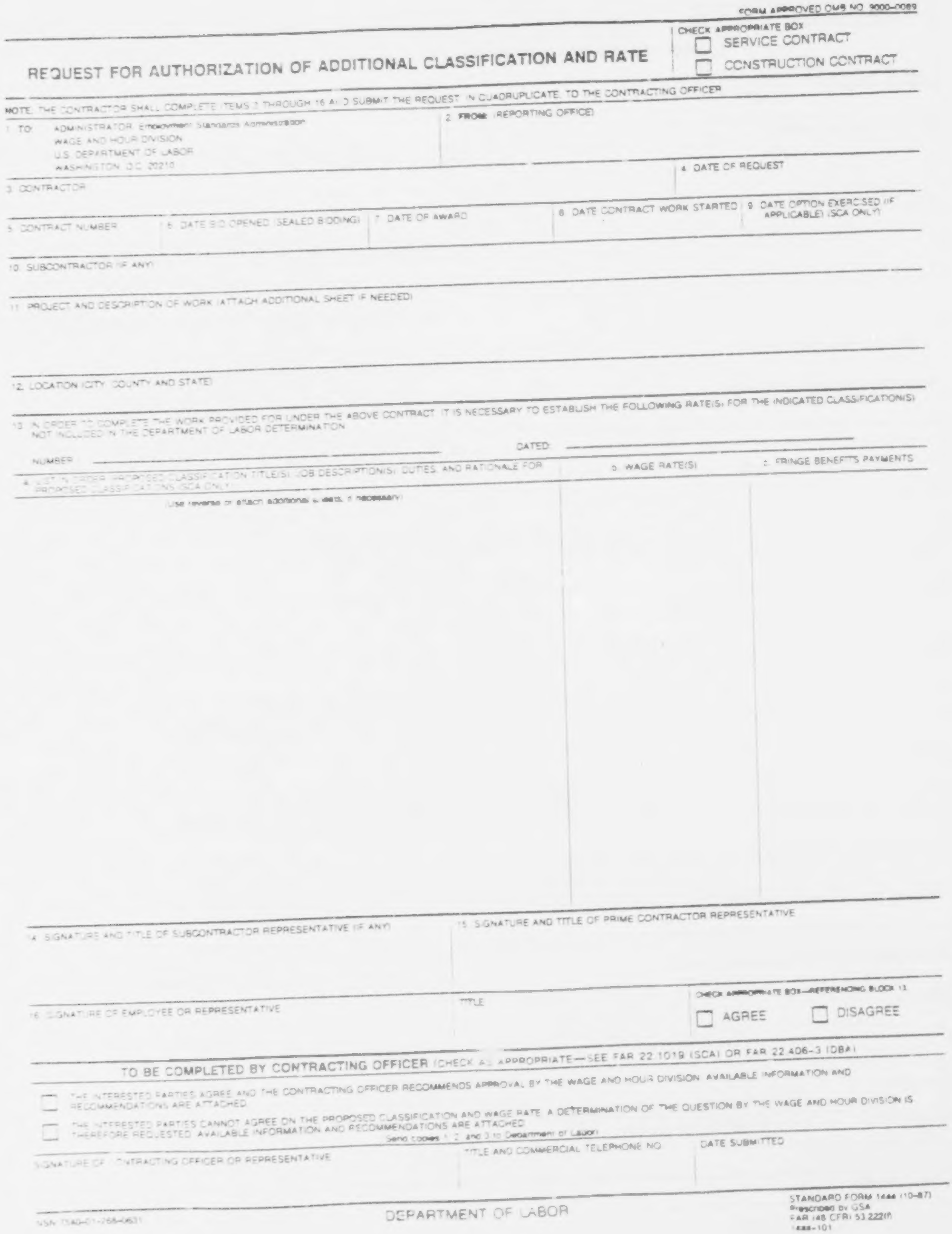
NSN 7540-01-288-0632

1445-101

STANDARD FORM 1445 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222 (g)

★U.S.GPO:1988-0-205-908/79238

Figure 2-5a. Standard Form 1445 "Labor Standards Interview"



FORM APPROVED OMB NO. 9000-0089

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND RATE

CHECK APPROPRIATE BOX
☐ SERVICE CONTRACT
☐ CONSTRUCTION CONTRACT

NOTE: THE CONTRACTOR SHALL COMPLETE ITEMS 2 THROUGH 16 AND SUBMIT THE REQUEST IN QUADRUPLICATE TO THE CONTRACTING OFFICER

1. TO: ADMINISTRATOR, Employment Standards Administration
WAGE AND HOUR DIVISION
U.S. DEPARTMENT OF LABOR
WASHINGTON, D.C. 20210

2. FROM: (REPORTING OFFICE)

3. CONTRACTOR

4. DATE OF REQUEST

5. CONTRACT NUMBER

6. DATE BID OPENED (SEALED BIDDING)

7. DATE OF AWARD

8. DATE CONTRACT WORK STARTED

9. DATE OPTION EXERCISED (IF APPLICABLE) (SCA ONLY)

10. SUBCONTRACTOR (IF ANY)

11. PROJECT AND DESCRIPTION OF WORK (ATTACH ADDITIONAL SHEET IF NEEDED)

12. LOCATION (CITY, COUNTY AND STATE)

13. IN ORDER TO COMPLETE THE WORK PROVIDED FOR UNDER THE ABOVE CONTRACT, IT IS NECESSARY TO ESTABLISH THE FOLLOWING RATE(S) FOR THE INDICATED CLASSIFICATION(S) NOT INCLUDED IN THE DEPARTMENT OF LABOR DETERMINATION

NUMBER: ______ DATED: ______

a. LIST IN ORDER PROPOSED CLASSIFICATION TITLE(S), JOB DESCRIPTION(S), DUTIES, AND RATIONALE FOR PROPOSED CLASSIFICATIONS (SCA ONLY) (Use reverse or attach additional sheets, if necessary)	b. WAGE RATE(S)	c. FRINGE BENEFITS PAYMENTS

14. SIGNATURE AND TITLE OF SUBCONTRACTOR REPRESENTATIVE (IF ANY)

15. SIGNATURE AND TITLE OF PRIME CONTRACTOR REPRESENTATIVE

16. SIGNATURE OF EMPLOYEE OR REPRESENTATIVE

TITLE

CHECK APPROPRIATE BOX—REFERENCING BLOCK 13
☐ AGREE ☐ DISAGREE

TO BE COMPLETED BY CONTRACTING OFFICER (CHECK AS APPROPRIATE—SEE FAR 22.1019 (SCA) OR FAR 22.406-3 (DBA))

☐ THE INTERESTED PARTIES AGREE AND THE CONTRACTING OFFICER RECOMMENDS APPROVAL BY THE WAGE AND HOUR DIVISION. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.

☐ THE INTERESTED PARTIES CANNOT AGREE ON THE PROPOSED CLASSIFICATION AND WAGE RATE. A DETERMINATION OF THE QUESTION BY THE WAGE AND HOUR DIVISION IS THEREFORE REQUESTED. AVAILABLE INFORMATION AND RECOMMENDATIONS ARE ATTACHED.

Send copies 1, 2, and 3 to Department of Labor

SIGNATURE OF CONTRACTING OFFICER OR REPRESENTATIVE

TITLE AND COMMERCIAL TELEPHONE NO.

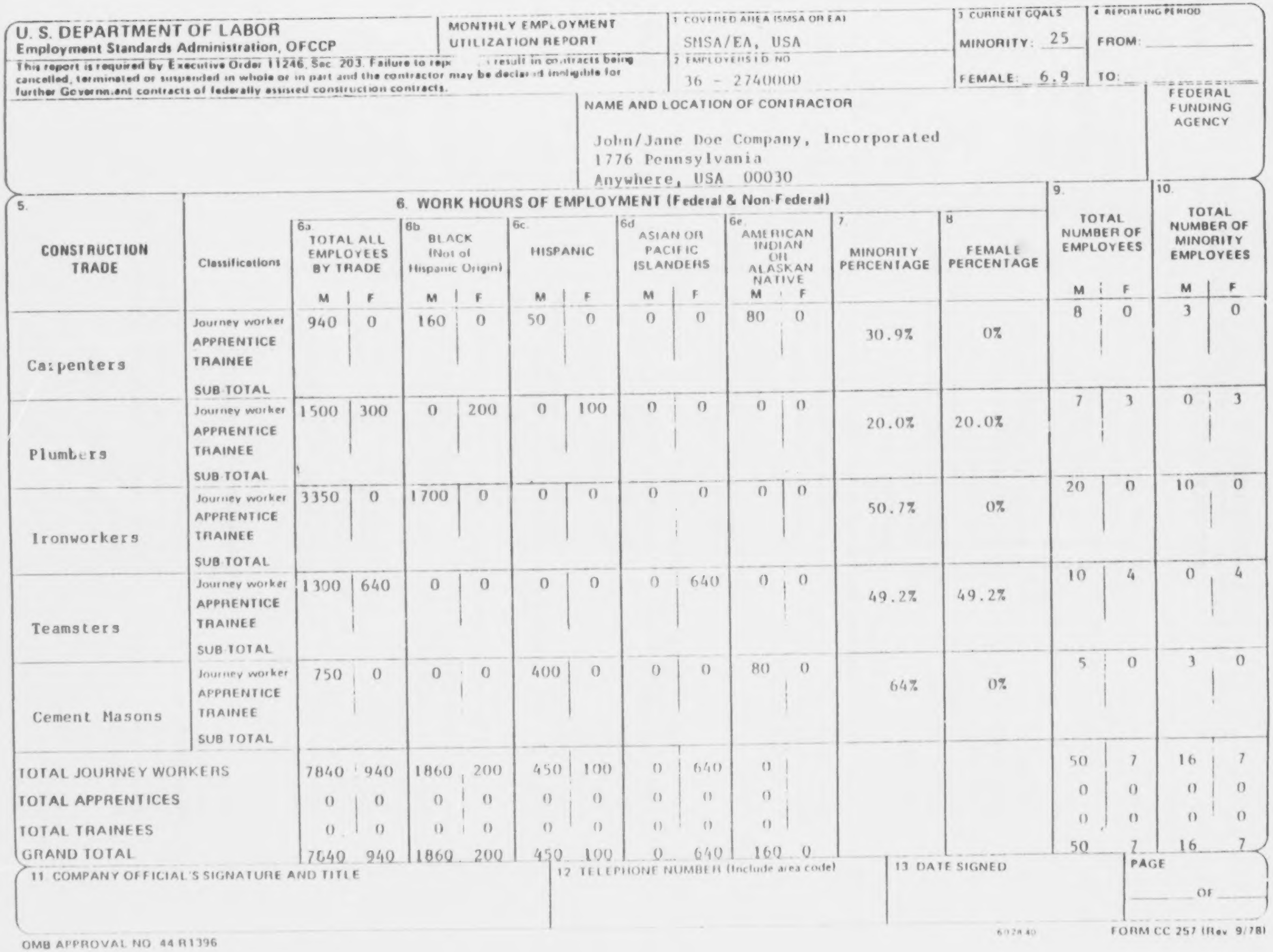
DATE SUBMITTED

NSN 7540-01-268-0631

DEPARTMENT OF LABOR

STANDARD FORM 1444 (10-87)
Prescribed by GSA
FAR (48 CFR) 53.222(f)
1444-101

Figure 2-5b. Standard Form 1444 "Request for Authorization of Additional Classification and Rate"



U. S. DEPARTMENT OF LABOR
Employment Standards Administration, OFCCP

MONTHLY EMPLOYMENT UTILIZATION REPORT

This report is required by Executive Order 11246, Sec. 203. Failure to rep [illegible] result in contracts being cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts of federally assisted construction contracts.

1 COVERED AREA (SMSA OR EA): SMSA/EA, USA

2 EMPLOYER'S I.D. NO: 36 - 2740000

3 CURRENT GOALS
MINORITY: 25
FEMALE: 6.9

4 REPORTING PERIOD
FROM:
TO:

NAME AND LOCATION OF CONTRACTOR
John/Jane Doe Company, Incorporated
1776 Pennsylvania
Anywhere, USA 00030

FEDERAL FUNDING AGENCY

5. CONSTRUCTION TRADE	Classifications	6. WORK HOURS OF EMPLOYMENT (Federal & Non-Federal) 6a. TOTAL ALL EMPLOYEES BY TRADE		6b. BLACK (Not of Hispanic Origin)		6c. HISPANIC		6d. ASIAN OR PACIFIC ISLANDERS		6e. AMERICAN INDIAN OR ALASKAN NATIVE		7. MINORITY PERCENTAGE	8. FEMALE PERCENTAGE	9. TOTAL NUMBER OF EMPLOYEES		10. TOTAL NUMBER OF MINORITY EMPLOYEES	
		M	F	M	F	M	F	M	F	M	F			M	F	M	F
Carpenters	Journey worker	940	0	160	0	50	0	0	0	80	0	30.9%	0%	8	0	3	0
	APPRENTICE																
	TRAINEE																
	SUB TOTAL																
Plumbers	Journey worker	1500	300	0	200	0	100	0	0	0	0	20.0%	20.0%	7	3	0	3
	APPRENTICE																
	TRAINEE																
	SUB TOTAL																
Ironworkers	Journey worker	3350	0	1700	0	0	0	0	0	0	0	50.7%	0%	20	0	10	0
	APPRENTICE																
	TRAINEE																
	SUB TOTAL																
Teamsters	Journey worker	1300	640	0	0	0	0	0	640	0	0	49.2%	49.2%	10	4	0	4
	APPRENTICE																
	TRAINEE																
	SUB TOTAL																
Cement Masons	Journey worker	750	0	0	0	400	0	0	0	80	0	64%	0%	5	0	3	0
	APPRENTICE																
	TRAINEE																
	SUB TOTAL																
TOTAL JOURNEY WORKERS		7840	940	1860	200	450	100	0	640	0				50	7	16	7
TOTAL APPRENTICES		0	0	0	0	0	0	0	0	0				0	0	0	0
TOTAL TRAINEES		0	0	0	0	0	0	0	0	0				0	0	0	0
GRAND TOTAL		7640	940	1860	200	450	100	0	640	160	0			50	7	16	7

11 COMPANY OFFICIAL'S SIGNATURE AND TITLE

12 TELEPHONE NUMBER (Include area code)

13 DATE SIGNED

PAGE ____ OF ____

OMB APPROVAL NO. 44 R1396

602840

FORM CC 257 (Rev. 9/78)

Figure 2-6. Form CC-257 "Monthly Employment Utilization Report"

U. S. DEPARTMENT OF LABOR
OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS
REGIONAL OFFICES

Region	States Covered	Address	Telephone
I	Maine New Hampshire Vermont Massachusetts Rhode Island Connecticut	Associate Regional Administrator for OFCCP/ESA-0 U.S. Department of Labor JFK Federal Office Building Room 1612-C Boston, MA 02203	(617) 565-2055
II	New York New Jersey Puerto Rico	Associate Regional Administrator for OFCCP/ESA-0 U.S. Department of Labor 201 Varick Street, Room 750 New York, NY 10036	(212) 337-2007
III	Pennsylvania Maryland Delaware Virginia West Virginia District of Columbia	Associate Regional Administrator for OFCCP/ESA-0 U.S. Department of Labor Gateway Building, Room 15340 3535 Market Street Philadelphia, PA 19104	(215) 596-6168
IV	North Carolina South Carolina Kentucky Tennessee Mississippi Alabama Georgia Florida	Associate Regional Administrator for OFCCP/ESA-0 U.S. Department of Labor 1371 Peachtree Street Suite 111 Atlanta, GA 30367	(404) 347-3200
V	Ohio Indiana Michigan Illinois Wisconsin Minnesota	Associate Regional Administrator for OFCCP/ESA-0 U.S. Department of Labor 230 South Dearborn Street Room 1614 Chicago, IL 60604	(312) 353-0335

Figure 2-6a. List of Regional Offices of the Federal Contract Compliance Program

Region	States Covered	Address	Telephone
VI	Louisiana Arkansas Oklahoma Texas New Mexico	Associate Regional Administrator for U.S. Department of Labor OFCCP/ESA-0 525 Griffin Square Building Room 506 Dallas, TX 75202	(214) 767-4771
VII	Missouri Iowa Nebraska Kansas	Associate Regional Administrator for OFCCP/ESA-0 U.S. Department of Labor Federal Office Building Room 2011 Kansas City, MO 64106	(816) 426-6384
VIII	North Dakota South Dakota Montana Wyoming Colorado Utah	Associate Regional Administrator for OFCCP/ESA-0 U.S. Department of Labor Federal Building, Room 1412 1961 Stout Street Denver, CO 80294	(303) 844-5011
IX	California Nevada Arizona Hawaii Guam	Associate Regional Administrator for OFCCP/ESA-0 U.S. Department of Labor 71 Stevenson Street San Francisco, CA 94105	(415) 995-5422
X	Washington Oregon Idaho	Associate Regional Administrator for OFCCP/ESA-0 U.S. Department of Labor Federal Office Building Room 3048 909 First Avenue Seattle, WA 98174	(206) 442-4508

Figure 2-6a (Continued). List of Regional Offices of the Federal Contract Compliance Program

SUGGESTIONS FOR PROJECT MEETING MINUTES

1. The date the meeting was held.

2. A list of all attendees and who they represent.

3. Contract #, Project #, Title, etc.

4. Each item addressed should be separately identified - have its own distinctive number.

5. Each item or task should be assigned a responsibility code i.e. RE, GC, ST, etc.

6. A due date should be included if necessary.

7. Unresolved issues should be carried over to the next meeting. NOTE: Job meetings should normally be dedicated to immediate unresolved problems, i.e., "action type". If they are not resolved in a reasonable period of time the RE should consider other formats such as "action" letters, etc.

8. Both the RE and the contractor should concur with the minute notes and sign their names, or the contractor should be instructed to provide a written statement that he concurs or a written response on items he questions.

9. Minutes should include information on anticipated upcoming work.

10. Minutes should include the date of the next anticipated meeting.

11. The SRE needs to sign the minutes as the preparer.

Figure 2-7. Project Meeting Notes

GUIDELINE - NOT MANDATORY

Project Meeting Minutes no. 15

Responsibility

RE = Res. Engr.
A/E= Architect
GC = Contractor
ST = Station

Project Title ____________
VAMC ____________________
Contract No. ____________
Project No. _____________

The project meeting was called to order in the Resident Engineer's office at 10:00 a.m., September 4, 1989.

PRESENT AT MEETING

John Jones	Senior Resident Engineer	VACO
Ed Johnson	Project Manager	ABC Const.
Gary Hall	Project Architect	Hall & Adam Inc

OLD BUSINESS	Responsibility	Date
1. FCO-H was received on 9/1.		
2. Radiology ceilings shall be installed shown on detail J/1-62. The X-Ray installer will install rails perpendicular to existing rails so there will be no interference.		
3. No payrolls have been received from subcontractor J. A. Jones.	GC	Past

NEW BUSINESS		
1. Fire alarm shutdown is requested for Friday Sept. 15 at 8:00 a.m.	RE - ST	9/12
2. The contractor is requesting the VC wire for the X-Ray duct.	RE	10/10

PROJECT STATUS - Work to be accomplished this week.

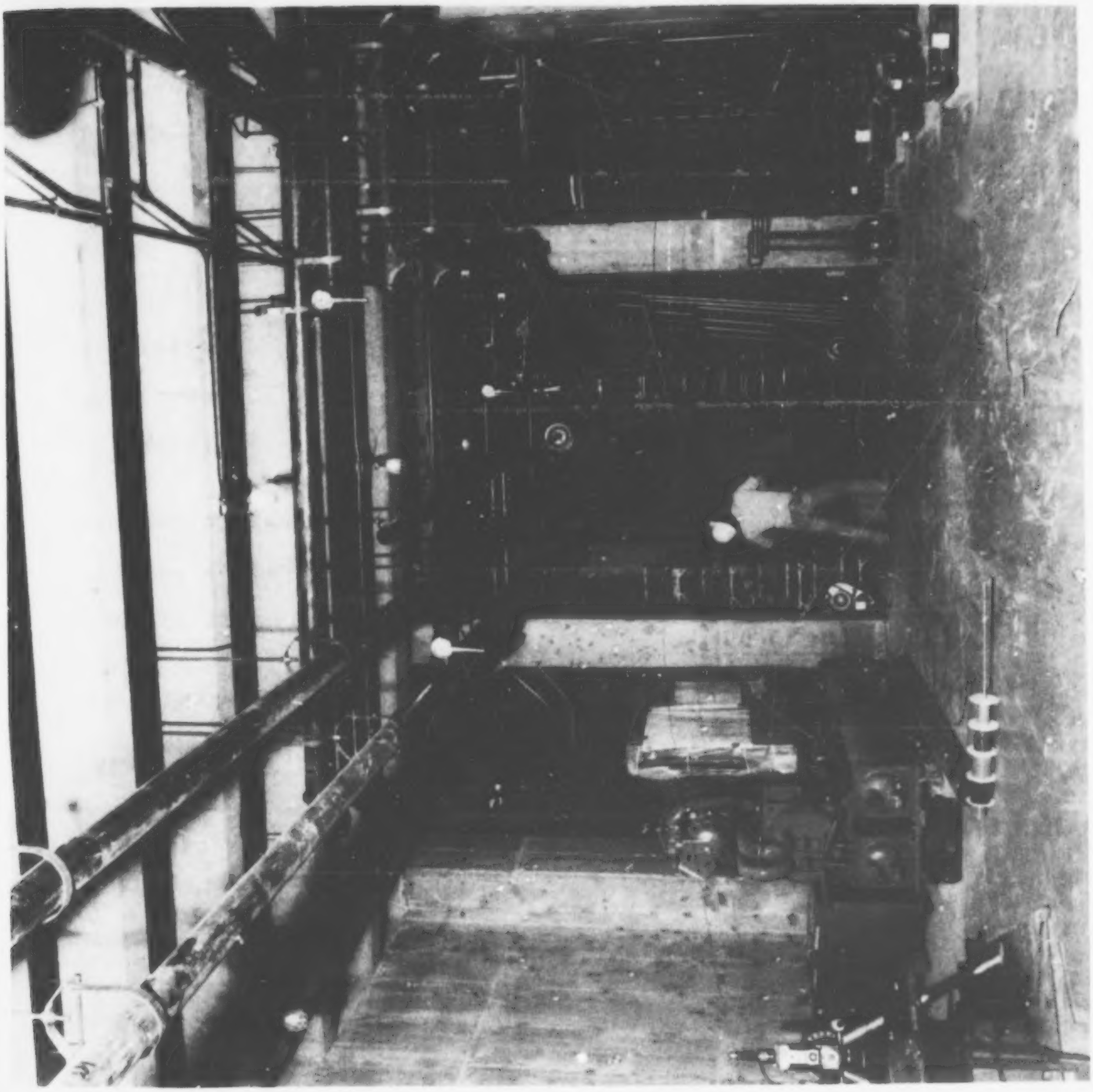
1. Mechanical - Piping at air handlers in the penthouse, runouts to vav boxes first floor.
2. Elecrical - Install conduit in walls first and second floors, pull wire first floor.

The next project meeting will be held in the Resident Engineer's office at 10:00 a.m., September 11, 1989.

These minutes represent the writers interpretation of what transpired at the meeting. Any additions or corrections to these minutes need to be made in writing and sent to this office.

Bill Jones
Senior Resident Engineer

Figure 2-7 (Continued). Project Meeting Notes



PROGRESS PHOTOS TAKEN March 2, 1989
EXPAND & RENOVATE BUILDING #1
Contract No. V101C-1616
Project No. 442-023
VAM & RO Center, Cheyenne, Wyo.

Photo #98 Lower Level, Mechanical Room. Status, Looking East

Charles Derr
Senior Resident Engineer

Figure 2-8. Project Photograph

(Contractor's Letterhead)

(Date)

SCHEDULE OF COSTS
for
(Project Name)
at
VA Medical Center
(City, State)
Project No. ______ Contract No. ______

PRELIMINARY			$ 280.00
DEMOLITION			871.00
CARPENTRY	(Rough (Finish	838.00) 278.00)	1,116.00
ROOFING & SHEET METAL			3,489.00
LATHING & PLASTERING			1,047.00
CERAMIC TILE, MARBLE & TERRAZZO			2,133.00
PLUMBING & HEATING			5,529.00
AIR CONDITIONING	(Ducts (Equipment (Electrical	9,372.00) 25,984.00) 3,842.00)	39,198.00
PAINTING			2,337.00
	TOTAL		$56,000.00

____
(Contractor)

Approved (Date)

____
(Name)
Senior Resident Engineer

Figure 2-9. Schedule of Costs

COST SCHEDULE
(Project Name)

Branch	Sub-branch	Bldg. #1	Bldg. #2	Outside Svcs.	Branch Total
Preliminary	Field Offices				
	Surveys				
	Clearing Site				
	Miscellaneous				
Excavation	General				
	Footings				
	Trenches				
Concrete	Piles				
	Pile Caps				
	Basement Walls				
	Basement Floor				
	1st Floor				
	2nd Floor				
	Etc.				
Water Proofing	Exterior				
	Interior				
Masonry Exterior	Basement				
	1st Floor				
	2nd Floor				
	Etc.				
Masonry Interior	"Rough"				
	Basement				
	1st Floor				
	2nd Floor				
	Etc.				
	"Facing Tile"				
	Basement				
	1st Floor				
	2nd Floor				
	Etc				
Stone	Lime Stone				
	Granite				
	Cast Stone				

Figure 2-9 (Continued). Schedule of Costs

Branch	Sub-branch	Bldg. #1	Bldg. #2	Outside Svcs.	Branch Total
Structural Steel	Basement				
	1st Floor				
	2nd Floor				
	Etc.				
Miscellaneous Metal	Windows				
	Grilles				
	Stairs				
	Cabinets				
	Shelving				
	Door Frames				
	Miscellaneous				
Roof Covering	Sheet Metal				
	Slate				
	Built-up Roofing				
Plastering Etc.	Lathing				
	Basement				
	1st Floor				
	2nd Floor				
	Etc.				
	Plastering				
	Basement				
	1st Floor				
	2nd Floor				
	Etc.				
Carpentry	Roof Frame				
	Sheathing				
	Exterior Trim				
	Interior Trim				
	Doors				
	Screens				
	Shades				
	Weather Stripping				
Glazing	Exterior				
	Interior				
Marble					
Floor and Wall Tile	Wall Tile				
	Floor Tile				
Terrazzo	Base				
	Floor				
	Stairs				

Figure 2-9 (Continued). Schedule of Costs

Branch	Sub-branch	Bldg. #1	Bldg. #2	Outside Svcs.	Branch Total
Floor Finishing Cement	Basement 1st Floor 2nd Floor Etc.				
Floor Covering	Asphalt Tile Rubber Tile Linoleum Wood				
Painting	Exterior Interior Doors				
Roads, Walks, Grading	Road Excavation Roads Side Walks Finish Grading Landscaping				
Plumbing Inside Rough	"Piping" Basement 1st Floor 2nd Floor Etc. "Covering" Basement 1st Floor 2nd Floor Etc.				
Plumbing Inside Finish	Fixtures Water Storage Tanks Pumps Painting				
Heating Outside	Excavation Trenches Manholes Piping Insulation				

Figure 2-9 (Continued). Schedule of Costs

Branch	Sub-branch	Bldg. #1	Bldg. #2	Outside Svcs.	Branch Total
Heating Inside Rough	"Piping"				
	Basement				
	1st Floor				
	2nd Floor				
	Etc.				
	"Covering"				
	1st Floor				
	2nd Floor				
	Etc.				
Heating Inside Finish	Boilers				
	Equipment				
	Radiation				
	Pumps				
	Fans				
	Motors				
	Painting				
Electrical Outside	Excavation				
	Manholes				
	Ducts				
	Cable				
	Street Lighting				
Electrical Inside	Conduit				
	Wire				
	Panels				
Electrical Inside Finish	Fixtures				
	Transformers				
	Nurses Call System				
	Doctors Paging System				
X-Ray Construction	Lead Insulation				
	Equipment				
Air Conditioning	Ducts				
	Equipment and Fans				

best copy available

Reproduced from poor document.

Figure 2-9 (Continued). Schedule of Costs

Branch	Sub-branch	Bldg. #1	Bldg. #2	Outside Svcs.	Branch Total
Pneumatic Tube System					
	TOTAL				
	GRAND TOTAL (Contract Value)				

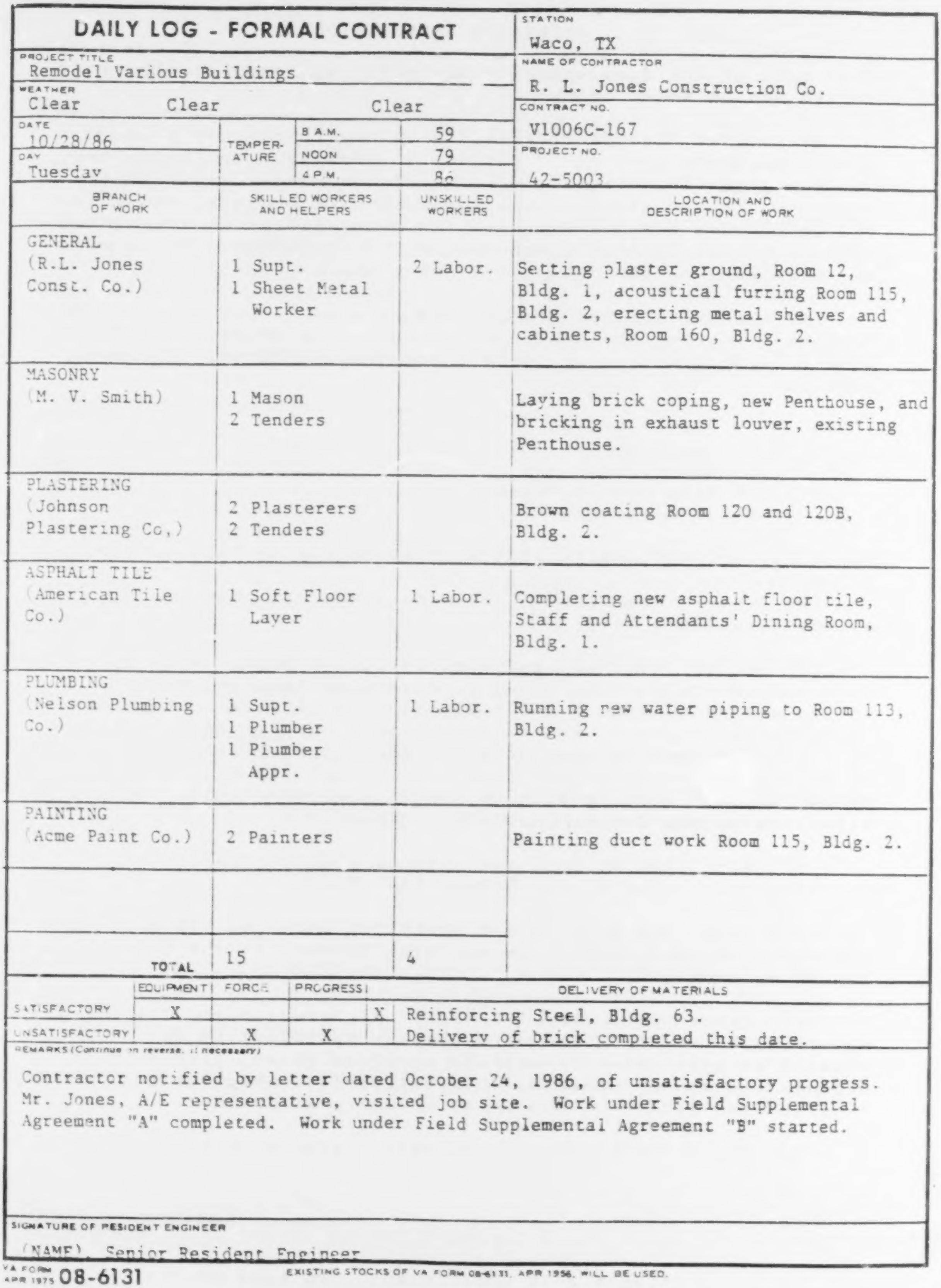
APPROVED ____(Date)____

SUBMITTED

RESIDENT ENGINEER

CONTRACTOR

Figure 2-9 (Continued). Schedule of Costs



DAILY LOG - FORMAL CONTRACT	STATION Waco, TX
PROJECT TITLE Remodel Various Buildings	NAME OF CONTRACTOR R. L. Jones Construction Co.
WEATHER Clear Clear Clear	CONTRACT NO. V1006C-167
DATE 10/28/86	PROJECT NO. 42-5003
DAY Tuesday	

TEMPERATURE	
8 A.M.	59
NOON	79
4 P.M.	86

BRANCH OF WORK	SKILLED WORKERS AND HELPERS	UNSKILLED WORKERS	LOCATION AND DESCRIPTION OF WORK
GENERAL (R.L. Jones Const. Co.)	1 Supt. 1 Sheet Metal Worker	2 Labor.	Setting plaster ground, Room 12, Bldg. 1, acoustical furring Room 115, Bldg. 2, erecting metal shelves and cabinets, Room 160, Bldg. 2.
MASONRY (M. V. Smith)	1 Mason 2 Tenders		Laying brick coping, new Penthouse, and bricking in exhaust louver, existing Penthouse.
PLASTERING (Johnson Plastering Co,)	2 Plasterers 2 Tenders		Brown coating Room 120 and 120B, Bldg. 2.
ASPHALT TILE (American Tile Co.)	1 Soft Floor Layer	1 Labor.	Completing new asphalt floor tile, Staff and Attendants' Dining Room, Bldg. 1.
PLUMBING (Nelson Plumbing Co.)	1 Supt. 1 Plumber 1 Plumber Appr.	1 Labor.	Running new water piping to Room 113, Bldg. 2.
PAINTING (Acme Paint Co.)	2 Painters		Painting duct work Room 115, Bldg. 2.
TOTAL	15	4	

	EQUIPMENT	FORCE	PROGRESS		DELIVERY OF MATERIALS
SATISFACTORY	X			X	Reinforcing Steel, Bldg. 63.
UNSATISFACTORY		X	X		Delivery of brick completed this date.

REMARKS (Continue on reverse, if necessary)

Contractor notified by letter dated October 24, 1986, of unsatisfactory progress. Mr. Jones, A/E representative, visited job site. Work under Field Supplemental Agreement "A" completed. Work under Field Supplemental Agreement "B" started.

SIGNATURE OF RESIDENT ENGINEER

(NAME), Senior Resident Engineer

VA FORM APR 1975 08-6131 EXISTING STOCKS OF VA FORM 08-6131, APR 1956, WILL BE USED.

Figure 2-10. VA Form 08-6131 "Daily Log - Formal Contract"

DAILY LOG INSTRUCTIONS

That part of the form which is not self-explanatory will be filled out as noted below:

(1) Under "Branch of Work," show the contractor's or subcontractor's portion of project in capitals, and below that, the firm name abbreviated, with the first letter capitalized. After a subcontractor has started work on a project, show the branch of work and the firm name on every daily log thereafter until all work of that subcontractor is completed. If no work was performed on the date being reported, so state.

(2) Under "Skilled Workers and Helpers," show the name of foreman by craft, the number of mechanics by craft, and the number of apprentices by craft. Use abbreviations, if clear, such as:

3	Carp. Foremen
52	Carpenters
2	Appr. Carp.
1	Iron Worker Foreman
21	Iron Workers

Truck drivers and semiskilled workers belong in this column.

(3) Under "Unskilled," show the number of common and building laborers only.

(4) Under "Location and Description of Work," show all locations where work is being performed by building number, story, and wing, with a brief description of work accomplished. Identify all changed work by appropriate supplemental agreement or CPM I-J number if appropriate. Additional sheets used for the "Location and Description" data will be cut off at the heavy line below "total," leaving only the last page complete to include the signature of the Senior Resident Engineer.

(5) After the workmen and work of each contractor or subcontractor, type a line across the sheet.

(6) Total the skilled and unskilled workers. If more than one sheet is used, carry the subtotal forward to the top of the following sheet.

(7) Under "Equipment," "Force," "Progress," and "Delivery of Materials," put an "X" to show whether satisfactory or unsatisfactory. When "unsatisfactory" is shown, give a brief explanation under "Remarks," indicating date when contractor was notified in writing of the unsatisfactory situation.

(8) Under "Delivery of Materials," report receipt of basic,

Figure 2-10 (Continued). VA Form 08-6131
"Daily Log - Formal Contract"

critical, or indispensable material. Show the date delivery of each type of material was begun and completed. Particular attention should be paid to the items which have been causing delay. The "Remarks" section should be used to report materials needed.

(9) Under "Remarks," there should also be noted any other occurrence of the day not covered by formal letters. The arrival and departure of VA representatives, officials of other Government agencies. Architect-Engineer's representatives or other persons of importance will be noted and, if necessary, a brief statement made of the purposes of their visit. Damage from storms or other cause, injuries to workmen, strikes, or work stoppages from other causes are pertinent matters to cover under "Remarks." Include the date when separate phases of work are started or completed, and the date when work under change orders or supplemental agreements is started or completed.

(10) If the space under "Remarks" on the last sheet of the day's log is insufficient for all notes, use the reverse side of the sheet for the remainder. Material typed on the opposite side of VA Form 08-6131 will be typed with the top at the same end of the sheet as the printed headings.

(11) During concrete work, the test cylinders taken during the day should be reported under "Location and Description of Work" by giving the cylinder number and the location and limits of the concrete represented.

(12) Each week, the Friday "Daily Log" shall, under "Remarks," give a report of safety inspections, indicating whether conditions are satisfactory and, if not, what steps are being or have been taken to remedy any deficiencies.

(13) Tests performed by contract should be recorded under either "Location and Description of Work" or "Remarks."

Figure 2-10 (Continued). VA Form 08-6131
"Daily Log - Formal Contract"

R E DAILY DIARY

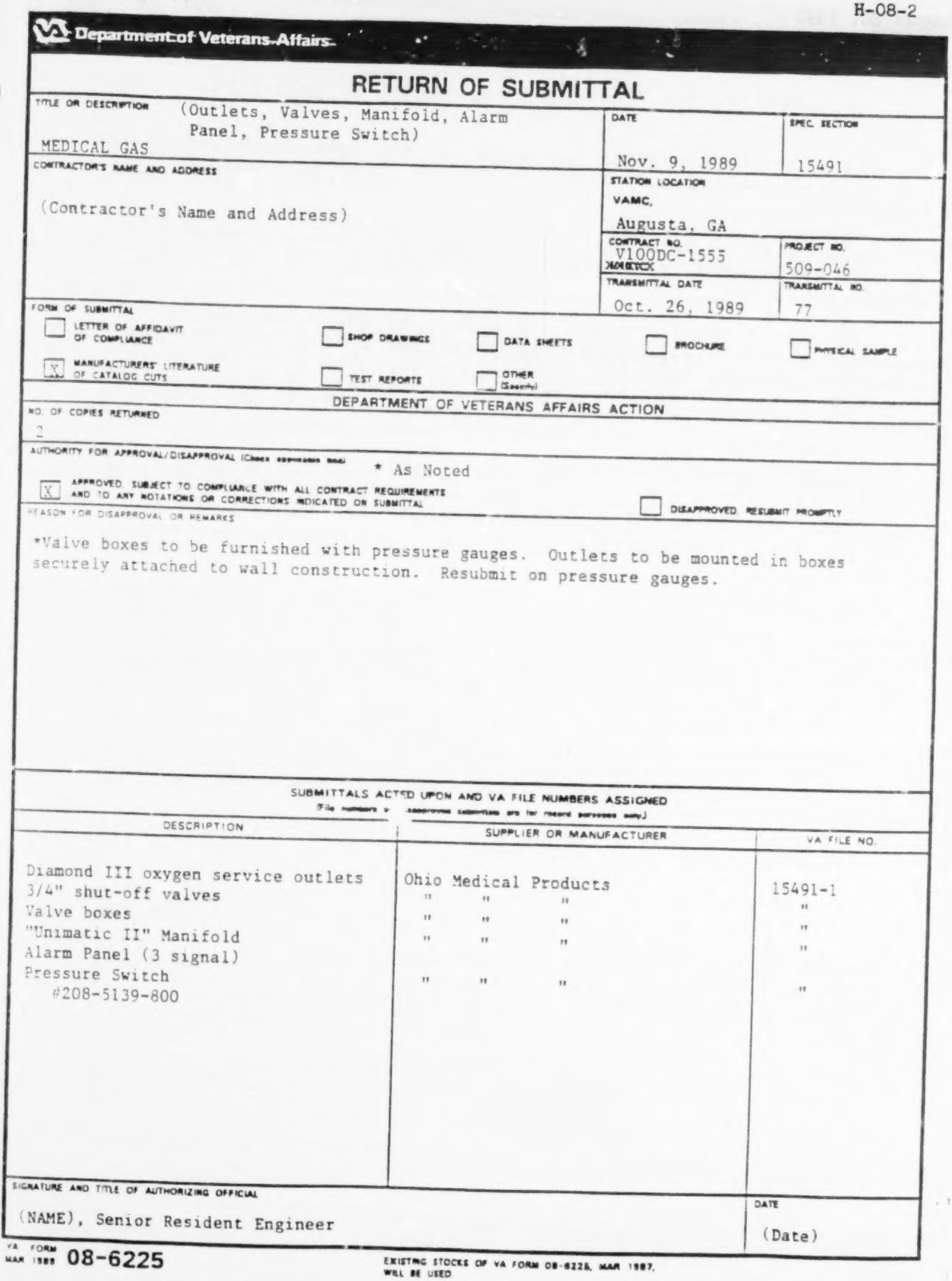
VAMC NEW ORLEANS, LA
M.A. MORTENSON CO
PROJECT 552-090D
CONTRACT V101C-1657

SEPTEMBER 1988

Sept. 8, 1988 Thursday	Electrical: Wagner-Smith Landscaping: L.S. Combs	1 Foreman - 3 Electricians Pulling Fire Loop Cable 1 Foreman - 3 Laborers Hydro seeding at Blvd.
Sept. 9th Friday	Electrical: Wagner Smith	1 Foreman - 3 Electricians Pulling Fire Loop Cable
Sept. 10-11th SAT-SUNDAY	NO ONE ON SITE	
Sept. 12th Monday	R.E. NOT ON SITE	
Sept. 13th Tuesday	R.E. NOT ON SITE	
Sept. 14th Wednesday	R.E. NOT ON SITE	
Sept. 15th Thursday	Electrical: Wagner-Smith	1 Foreman - 1 Electrician Punchlist - Activating lights that were out
Sept. 16th Friday	Electrical: Wagner-Smith	1 Foreman - 1 Electrician General Cleanup
Sept. 17-18th SAT-SUNDAY	NO ONE ON SITE	
Sept. 19th Monday	Electrical: Wagner-Smith Pyper Const.	1 Foreman - 1 Electrician Completed Punchlist 1 Foreman - 2 Laborers Reviewed Punchlist Erected barriers at Sta 22+00 Blvd.
Sept. 20th Tuesday	R.E. NOT ON SITE	
Sept. 21st Wednesday	R.E. NOT ON SITE	

Signature: **JOHN TROST, Senior Resident Engineer**

Figure 2-11. Diary



Department of Veterans Affairs

RETURN OF SUBMITTAL

TITLE OR DESCRIPTION (Outlets, Valves, Manifold, Alarm Panel, Pressure Switch)
MEDICAL GAS

DATE Nov. 9, 1989

SPEC. SECTION 15491

CONTRACTOR'S NAME AND ADDRESS
(Contractor's Name and Address)

STATION LOCATION
VAMC,
Augusta, GA

CONTRACT NO. V100DC-1555

PROJECT NO. 509-046

TRANSMITTAL DATE Oct. 26, 1989

TRANSMITTAL NO. 77

FORM OF SUBMITTAL

☐ LETTER OF AFFIDAVIT OF COMPLIANCE
☐ SHOP DRAWINGS
☐ DATA SHEETS
☐ BROCHURE
☐ PHYSICAL SAMPLE
☒ MANUFACTURERS' LITERATURE OF CATALOG CUTS
☐ TEST REPORTS
☐ OTHER (Specify)

DEPARTMENT OF VETERANS AFFAIRS ACTION

NO. OF COPIES RETURNED
2

AUTHORITY FOR APPROVAL/DISAPPROVAL (Check applicable box)
* As Noted

☒ APPROVED, SUBJECT TO COMPLIANCE WITH ALL CONTRACT REQUIREMENTS AND TO ANY NOTATIONS OR CORRECTIONS INDICATED ON SUBMITTAL

☐ DISAPPROVED, RESUBMIT PROMPTLY

REASON FOR DISAPPROVAL OR REMARKS

*Valve boxes to be furnished with pressure gauges. Outlets to be mounted in boxes securely attached to wall construction. Resubmit on pressure gauges.

SUBMITTALS ACTED UPON AND VA FILE NUMBERS ASSIGNED
(File numbers of [illegible] submittals are for record purposes only)

DESCRIPTION	SUPPLIER OR MANUFACTURER	VA FILE NO.
Diamond III oxygen service outlets	Ohio Medical Products	15491-1
3/4" shut-off valves	" " "	"
Valve boxes	" " "	"
"Unimatic II" Manifold	" " "	"
Alarm Panel (3 signal)		
Pressure Switch #208-5139-800	" " "	"

SIGNATURE AND TITLE OF AUTHORIZING OFFICIAL
(NAME), Senior Resident Engineer

DATE
(Date)

VA FORM MAR 1989 **08-6225**

EXISTING STOCKS OF VA FORM 08-6225, MAR 1987, WILL BE USED

Figure 2-12. VA Form 08-6225 "Return of Submittal"

SUGGESTIONS FOR COMPLETING RETURN OF SUBMITTAL

1. TITLE OR DESCRIPTION - The title of the specification section and a brief description of the submittal contents should be entered.

2. SPECIFICATION SECTION - Include the main specification section number and, if appropriate and useful, the specification paragraph number.

3. APPROVAL/DISAPPROVAL BOX - A submittal may be partially approved and/or disapproved. In this case a note, *AS NOTED, should be entered near the appropriate approved or disapproved box. Be sure to list under remarks or identify in the description block what must be resubmitted in the case of a partial approval.

4. DESCRIPTION - If available list model numbers, drawing numbers, etc., so there is a clear record of what is being approved. Although the contractors submittal should be clear, this is especially important if the submittal is not perfectly clear.

5. VA FILE NO. - The VA file number is the number assigned by the A/E in accordance with the instructions in the A/E contract. Occasionally the RE may assign file numbers, perhaps if the submittal did not go through the A/E for some reason. In this case an identifier like F should be added to the number, such as 15491-1F, to identify it as a field assigned number.

Figure 2-12a. Suggestions for Completing VA Form 08-6225

INSTRUCTIONS ON COMPLETING SF-30
(AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT)

Block No. 1: (Contract ID Code) Insert "Constr." for construction contracts.

Block No. 2: (Amendment/Modification No.) Insert FCO "A" or FSA #1 (for Field Change Order or Field Supplemental Agreement as appropriate), depending on whether it's a unilateral (FCO) or bilateral (FSA) contract modification. FCO's will be designated in alphabetical sequence A thru Z, 2A thru 2Z, 3A, etc. A Field Supplemental Agreement (FSA) will be designated in numerical order, such as FSA #1, FSA #2, etc. There will be no Field Minor Modifications or Proceed Orders; instead, they will be Supplemental Agreements or Change Orders respectively. Leave blank for central office modifications.

Block No. 3: (Effective Date) Insert date SF-30 is signed by RE in whose name the COAO is issued (same as Block 16c). Leave blank for central office modifications.

Block No. 4: (Requisition/Purchase Reg. No.) Leave blank as this is not normally applicable under RE's COAO except on Purchase and Hire (P&H) projects. For P&H requisitions, enter the appropriate number.

Block No. 5: (Project No.) Insert the appropriate project number as shown on the contract. If contract indicates more than one project number, assure that project number entered is the appropriate one for funding purposes. Particular attention should be given when two or more projects are combined under a single construction contract or when energy conservation, asbestos abatement or completion items are involved.

Block No. 6: (Issued By) Enter the title and address of the RE who is issuing the modification within the limits of written COAO. For modifications which exceed the limits of the RE authority and must, therefore, be issued by the Contracting Officer, enter the title and address of the Contracting Officer.

Block No. 7: (Administered By) Insert the title and address of the Contracting Officer if the modification is being issued by and within the authority of the RE. Leave blank if being issued by the Contracting Officer.

Block No. 8: (Name and Address of Contractor) Enter name and address of contractor as shown on original contract, unless changed by a modification.

Figure 2-13. Instructions on Completing SF-30

Block No. 9 A&B: (Amendment of Solicitation No.) will not be used by REs.

Block No. 10 A: (Modification of Contract/Order No.) Enter contract number, such as V101C-1048.

Block No. 10 B: (Dated) Enter date of contract.

Block No. 11: (Amendments of Solicitations) Will not be used by REs so leave blank.

Block No. 12: (Accounting and Appropriation Data) Enter "36X0110" for major construction projects or "36X0111" for minor construction projects.

Block No. 13: (Identify type of modification) Check either "A" for Change Order or "C" for Supplemental Agreement, as outlined below.

Block No. 13 A: (This change order is issued pursuant to:) Identify the clause which authorizes issuance of a Change Order. A Change Order may derive from the Changes Clause, differing site conditions clause or the suspension of work clause, each of which is cited in the General Conditions of the Construction Contract specifications. NOTE: REs do not have the authority to issue changes under the suspension of work clause.

Block No. 13 B: (For Unilateral Administrative Changes) Will not normally be used by REs.

Block No. 13 C: (For Supplemental Agreements) Identify the clause which authorizes issuance of supplemantal agreements. The authority to enter into a supplemental agreement derives from either the contract, e.g., changes clause, differing site conditions, or the authority which enabled the original contract to be awarded in the first place.

Block No. 13 D: (Other Type of Modification and Authority)

Block No. 13 E: (Need for Contractor's Signature on SF-30) Contractor must sign block 15.B for issuance of a Supplemental Agreement: it represents a bilateral agreement and is to be signed before the Contracting Oficer or his/her representative signs it. The contractor's signature is not required for issuance of a Change Order: it does not require the contractor's concurrence. Check the appropriate box. For modifications requiring Central Office Contracting Officer signature, the RE should complete the form for the Contracting Officer's signature, leave the dates blank, obtain the contractor's signature in 15.B and forward the SF-30 with supporting data for the Contracting Officer's signature.

Figure 2-13 (Continued). Instructions on Completing SF-30

Block No. 14: (Description of Modification)

A. Enter the title of the project and its location, such as Clinical Addition, VAMC, Tucson, AZ.

B. Enter the price change by the modifications and its effect on contract time, e.g., "Total contract price is increased by $3,600.00 and the total time for contract completion is increased by one (1) calendar day." If the modification cancels a previously issued modification, identify the amendment/ modification number being canceled and its price.

C. The full description of the amendment or modification will be written out on a blank sheet of bond paper which will contain the following information in the heading:

1. Heading title: "Amendment of Solicitation/Modification of Contract, Cont'd. Page 2 of 2."

2. Job title and location.

3. Project number.

4. Contract number.

5. Amendment/Modification number.

6. Date (Same as in Block 16.C).

7. Description of the work to be modified, its location, reference to applicable contract drawings and/or specifications, and the contractor's cost proposal when applicable. The description should be sufficiently detailed so that holders of contract documents may make the appropriate changes in their drawings and specifications. Do not include reference to the contractors proposal.

D. If the modification is a supplemental agreement, the following language must be included: "This Supplemental Agreement constitutes full and complete compensation due to the contractor for all costs, direct or indirect, resulting from the modification set forth, herein, with the exception of the reservations listed below: (itemize)."

Block No. 15 A: (Name and title of signer) Enter the name and title of contractor's authorized representative if the modification reflects an agreement which is the basis for a supplemental agreement. Leave blank for change order.

Figure 2-13 (Continued). Instructions on Completing SF-30

Block No. 15 B: (Contractor's signature) After validation by Fiscal, have contractor's authorized representative sign, date and return the original and two signed copies of Supplemental Agreement to the RE. For Change Orders, the contractor's signature is not required. For proposed Central Office Supplemental Agreements, have the contractor sign them and the RE will forward them to central office for further action.

Block No. 16 A: (Name and title of Contracting Officer) Enter the name and title of the individual with authority to issue the modification. It should be consistent with Block 6. Modifications which exceed the limitation of the RE's authority must be prepared for the signature of the Contracting Officer.

Block No. 16 B: (Signature on behalf of U.S.) Signature of RE or the Contracting Officer, as appropriate. The RE may not sign if the value and/or time for the modification exceeds the COAO.

DEFINITIONS

ADMINISTRATIVE CHANGE (FAR 43.101) A unilateral contract change in writing, that does not affect the substantive rights of the parties (e.g., a change in the paying office or the appropriation data).

CONTRACT MODIFICATION (FAR 43.101) Any written change in the terms of a contract. There are two types: bilateral and unilateral.

SUPPLEMENTAL AGREEMENT (FAR 43.101) A bilateral modification: A contract modification that is accomplished by the mutual action of the parties.

CHANGE ORDER (FAR 43.101) A written order, signed by the Contracting Officer, directing the contractor to make a change that the Changes clause authorizes the Contracting Officer to order without the contractor's consent (a unilateral modification).

BILATERAL MODIFICATION (FAR 43.103) A contract modification that is signed by the contractor and the Contracting Officer. This is also a Supplemental Agreement. They are used to convert change orders to negotiated equitable adjustments and to reflect other agreements of the parties to modify the terms of a contract.

Figure 2-13 (Continued). Instructions on Completing SF-30

UNILATERAL MODIFICATION (FAR 43.103) A contract modification that is signed only by the Contracting Officer, such as a Change Order. They are used to issue Change Orders, make administrative changes, to make changes authorized by clauses other than the changes clause and to issue termination notice.

AUTHORITY TO ISSUE CHANGE ORDERS (FAR 43.202) Change Orders shall be issued by the Contracting Officer except when authority is delegated to an administrative Contracting Officer (see 42.202(c)).

FIELD CHANGE ORDER (FCO) A change order issued by the RE who has been delegated specific authority by the Contracting Officer, in writing, to modify the terms of the contract. They will be identified as FCO "A", "B", "C", etc. in consecutive unbroken alphabetical sequence.

FIELD SUPPLEMENTAL AGREEMENT (FSA) A supplemental agreement issued by the RE who has been delegated specific authority by the Contracting Officer in writing, to modify the contract. Field Supplemental Agreements will be identified in consecutive numerical sequence, e.g., FSA "1", "2", "3", etc.

CENTRAL OFFICE CHANGE ORDER (COCO) Change order issued by the Contracting Officer. They will be identified in consecutive numerical sequence, e.g., COCO "1", "2", "3", etc.

CENTRAL OFFICE SUPPLEMENTAL AGREEMENT (COSA) A Central Office Supplemental Agreement is issued by the Contracting Officer and they will be identified in a COSA "A", "B", "C", etc. in consecutive unbroken alphabetical sequence.

DELEGATING ADDITIONAL FUNCTIONS (FAR 42.202 (c)) For individual contracts or groups of contracts, the Contracting Officer may delegate to the CAO (Contract Administration Office) functions not listed in 42.302.

CONTRACT ADMINISTRATION OFFICE (FAR 2.1) An office that performs (a) assigned postaward functions related to the administration of contracts and (b) assigned preaward functions.

Figure 2-13 (Continued). Instructions on Completing SF-30

Page 2 of 2

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

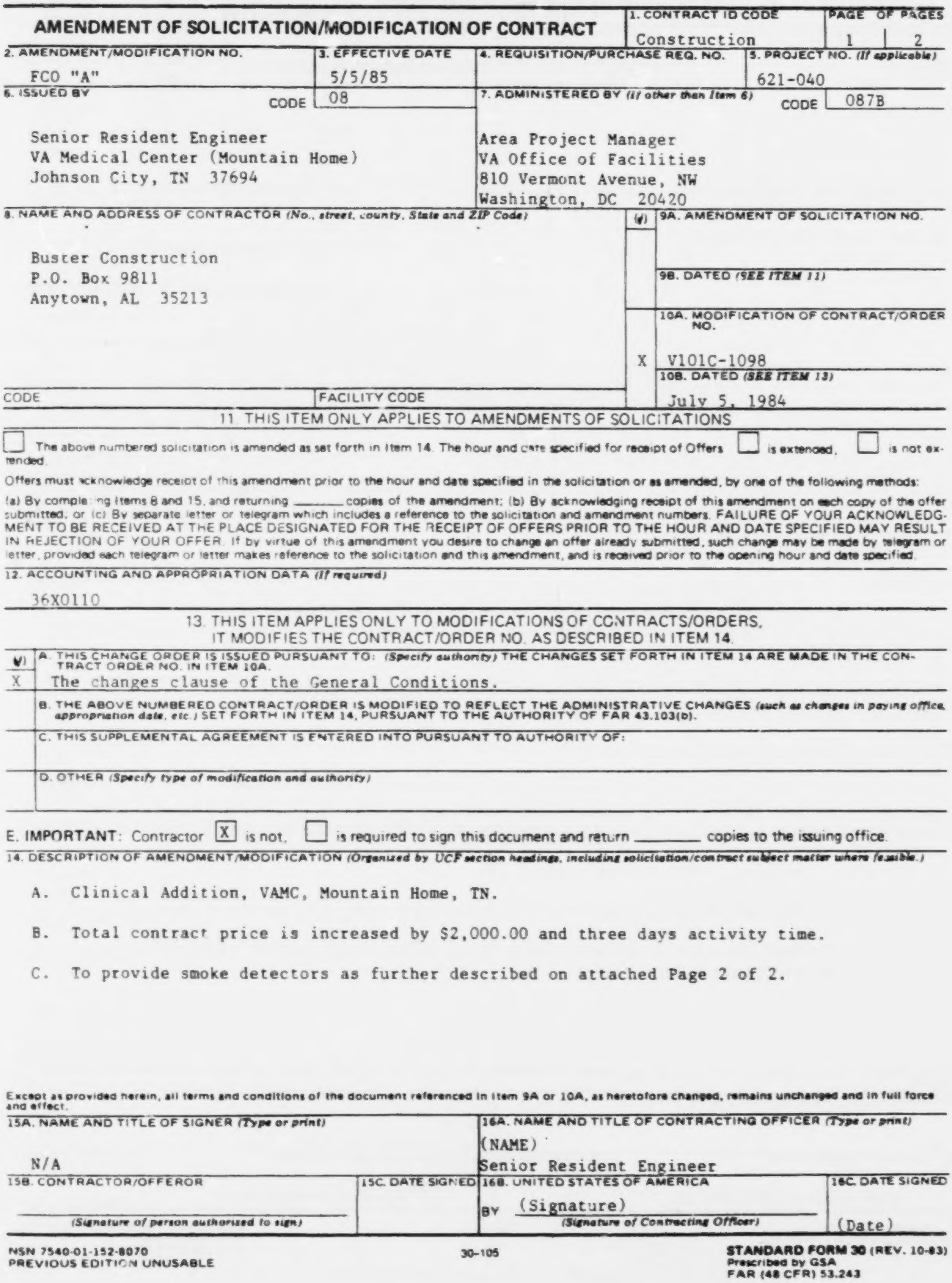
Clinical Addition, VAMC, Mountain Home, TN
Project No. 621-040
Contract No. V101C-1098
FCO "A" dated 5/5/85

Description: With reference to contract drawings 77E-4, 5, 6, and 42, furnish material and labor to provide ten (10) additional smoke detectors in the 77AC-1, 2, and 3 systems, at the locations shown on the attached sketch dated 5/4/85 (reference contract drawing 77-H10).

This change order is issued in accordance with the General Conditions of the contract and the matter of contract price and time will be subject to equitable adjustment as provided therein. Your cost proposal covering this change should be submitted within thirty (30) calendar days; if not, consideration will be given to issuing a settlement by determination based on our estimate of equitable cost and time. Pending issuance of a supplemental agreement, funds in the amount of Two Thousand Dollars ($2,000) have been obligated (for fiscal purposes). Payment will be made as the work progresses as provided by the contract.

This change order is issued by me pursuant to Contracting Officer Authorization Order No. 201 date 7/7/84.

Figure 2-13a (Continued). Sample of SF-30 FCO



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE Construction	PAGE 1	OF PAGES 2	
2. AMENDMENT/MODIFICATION NO. FCO "A"	3. EFFECTIVE DATE 5/5/85	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)* 621-040

6. ISSUED BY CODE 08

Senior Resident Engineer
VA Medical Center (Mountain Home)
Johnson City, TN 37694

7. ADMINISTERED BY *(If other than Item 6)* CODE 087B

Area Project Manager
VA Office of Facilities
810 Vermont Avenue, NW
Washington, DC 20420

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

Buster Construction
P.O. Box 9811
Anytown, AL 35213

CODE

FACILITY CODE

(✓)	
	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
X	10A. MODIFICATION OF CONTRACT/ORDER NO. V101C-1098
	10B. DATED *(SEE ITEM 13)* July 5, 1984

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ______ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

36X0110

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	
X	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. The changes clause of the General Conditions.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER *(Specify type of modification and authority)*

E. **IMPORTANT:** Contractor ☒ is not, ☐ is required to sign this document and return ______ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

A. Clinical Addition, VAMC, Mountain Home, TN.

B. Total contract price is increased by $2,000.00 and three days activity time.

C. To provide smoke detectors as further described on attached Page 2 of 2.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)* N/A		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* (NAME) Senior Resident Engineer	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature) *(Signature of Contracting Officer)*	16C. DATE SIGNED (Date)

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Figure 2-13a. Sample SF-30 FCO

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE Construction	PAGE 1	OF PAGES 2	
2. AMENDMENT/MODIFICATION NO. COCO #1	3. EFFECTIVE DATE 5/5/85	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable) 621-040
6. ISSUED BY	CODE 087B	7. ADMINISTERED BY (If other than Item 6)	CODE

Contracting Officer
VA Office of Facilities
810 Vermont Avenue, NW
Washington, DC 20420

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

Buster Construction Company
P.O. Box 9811
Anytown, AL 35213

CODE

FACILITY CODE

(✓)	
	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
X	10A. MODIFICATION OF CONTRACT/ORDER NO. V101C-1098
	10B. DATED (SEE ITEM 13) July 5, 1984

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ______ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

36X0110

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	
X	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. The changes clause of the General Conditions.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return ______ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

A. Clinical Addition, VAMC, Mountain Home, TN.

B. Total contract price is increased by $18,000.00 and five days activity time.

C. For additional electrical outlets, electrical circuits and medical gas outlets as described on attached Page 2 of 2.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) N/A		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) (NAME) Contracting Officer	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature) (Signature of Contracting Officer)	16C. DATE SIGNED (Date)

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Figure 2-13b. Sample SF-30 COCO

Page 2 of 2

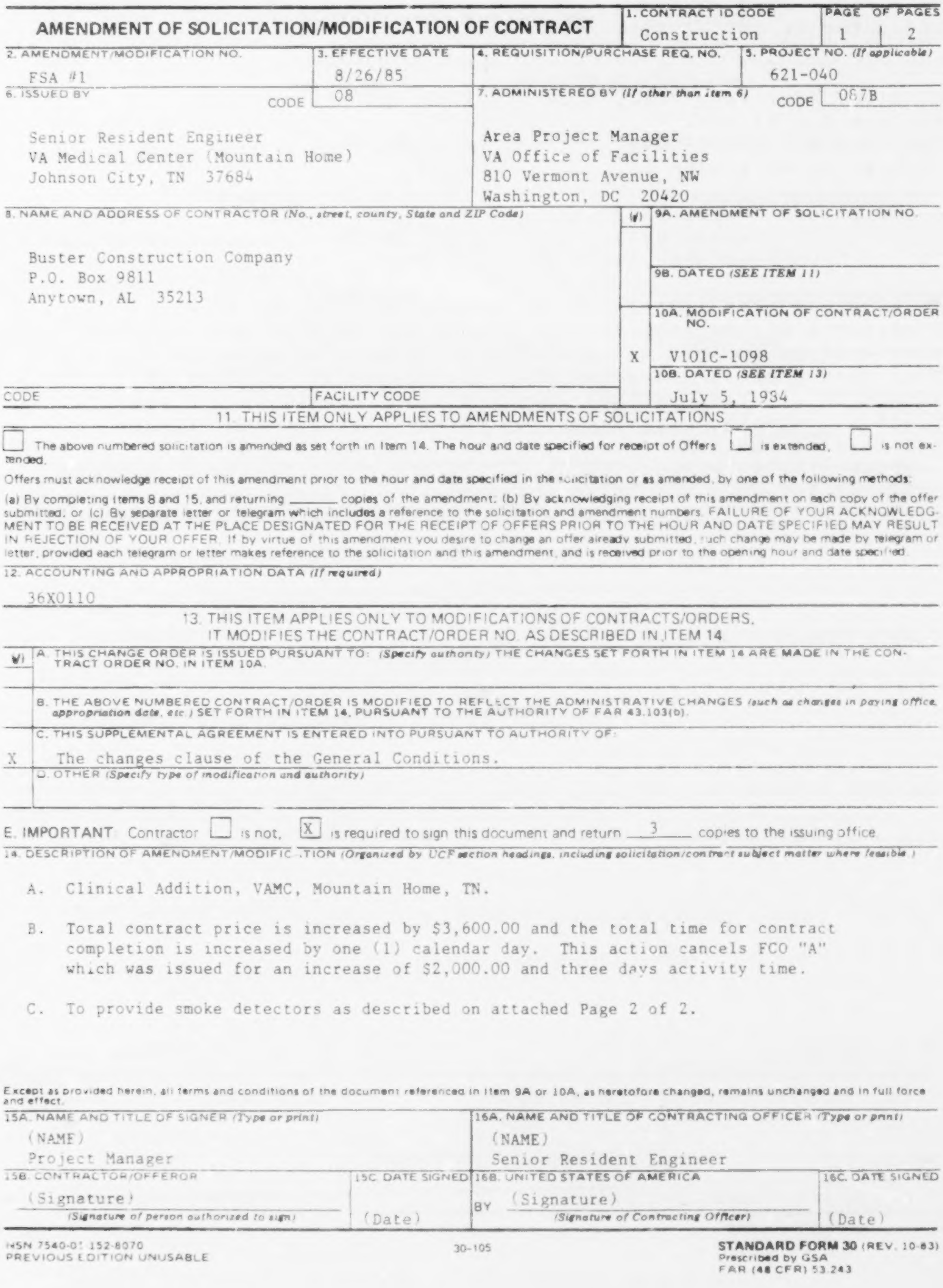
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

Clinical Addition, VAMC, Mountain Home, TN
Project No. 621-040
Contract No. V101C-1098
COCO #1 dated 5/5/85

Description: Furnish and install electricl outlets, electrical circuits and medical gas outlets as indicated on amended drawings IR-34 through IR-40.

This change order is issued in accordance with the General Conditions of the contract and the matter of contract price and time will be subject to equitable adjustment as provided therein. Your cost proposal covering this change should be submitted within thirty (30) calendar days; if not, consideration will be given to issuing a settlement by determination based on our estimate of equitable cost and time. Pending issuance of a supplemental agreement, funds in the amount of Eighteen Thousand Dollars ($18,000) have been obligated (for fiscal purposes). Payment will be made as the work progresses as provided by the contract.

Figure 2-13b (Continued). Sample SF-30 COCO



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE: Construction

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
FSA #1	8/26/85		621-040

6. ISSUED BY CODE 08

Senior Resident Engineer
VA Medical Center (Mountain Home)
Johnson City, TN 37684

7. ADMINISTERED BY *(If other than Item 6)* CODE 087B

Area Project Manager
VA Office of Facilities
810 Vermont Avenue, NW
Washington, DC 20420

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

Buster Construction Company
P.O. Box 9811
Anytown, AL 35213

CODE FACILITY CODE

(✓) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED *(SEE ITEM 11)*

X 10A. MODIFICATION OF CONTRACT/ORDER NO. V101C-1098

10B. DATED *(SEE ITEM 13)* July 5, 1984

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ______ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

36X0110

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

(✓)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: The changes clause of the General Conditions.
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

A. Clinical Addition, VAMC, Mountain Home, TN.

B. Total contract price is increased by $3,600.00 and the total time for contract completion is increased by one (1) calendar day. This action cancels FCO "A" which was issued for an increase of $2,000.00 and three days activity time.

C. To provide smoke detectors as described on attached Page 2 of 2.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*	
(NAME) Project Manager		(NAME) Senior Resident Engineer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature) *(Signature of person authorized to sign)*	(Date)	BY (Signature) *(Signature of Contracting Officer)*	(Date)

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Figure 2-13c. Sample SF-30 FSA

Page 2 of 2

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

Clinical Addition, VAMC, Mountain Home, TN
Project No. 621-040
Contract No. V101C-1098
FSA #1 dated 8/26/85

Description: With reference to contract drawings 77E-4, 5, 6, and 42, furnish material and labor to provide ten (10) additional smoke detectors in the 77AC-1, 2 and 3 systems, at the locations shown on the attached sketch dated 5/4/85 (contract drawing 77H-10), in accordance with your proposal dated 8/20/85.

CPM Activities

Activities Added	Trade	Description	Activity Duration	Budget
7169-9043	- -	Dummy	- - - -	- - -
9043-7171	FSA	FSA #1, Duct Detectors	3	$2,500
			- - - -	- - -
6369-9044	- -	Dummy	- - - -	- - -
9044-6371	FSA	FSA #1, Duct Detectors	3	$1,100

Payments will be made as the work progresses as provided by the contract. This supplemental agreement constitutes full and complete compensation due the contractor for all costs, direct and indirect, resulting from the modification set forth herein with the exception of the reservations listed below (if none, so state).

This supplemental agreement is issued by me pursuant to Contracting Officer Authorization Order No. 201 dated 7/7/84.

NOTE: Show CPM activities for approved final diagrams only. Activity nodes and contract time will be considered following approval of final diagrams for changes issued on the interim diagram.

Figure 2-13c (Continued). Sample SF-30 FSA

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE Construction

PAGE 1 **OF PAGES** 2

2. AMENDMENT/MODIFICATION NO. COSA "A"

3. EFFECTIVE DATE 6/6/85

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO *(If applicable)* 621-040

6. ISSUED BY **CODE** 087B

Contracting Officer
VA Office of Facilities
810 Vermont Avenue, NW
Washington, DC 20420

7. ADMINISTERED BY *(If other than Item 6)* **CODE**

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

Butler Construction Company
P.O. Box 9811
Anytown, AL 35213

CODE **FACILITY CODE**

(✓)	
	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED *(SEE ITEM 11)*
X	**10A. MODIFICATION OF CONTRACT/ORDER NO.** V101C-1098
	10B. DATED *(SEE ITEM 13)* July 5, 1984

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning ______ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

36X0110

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓)	
	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation date, etc.)* SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: The changes clause of the General Conditions.
	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

A. Clinical Addition, VAMC, Mountain Home, TN.

B. Increase in contract price of $19,636.91 and three (3) additional days contract time in accordance with the contractor's proposal dated May 15, 1985. This action cancels COCO #1 which was issued for an increase of $18,000.00 and five (5) days activity time.

C. For additional electrical outlets, electrical circuits and medical gas outlets as described on attached Page 2 of 2.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*
(NAME)
Project Manager

16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)*
(NAME)
Contracting Officer

15B. CONTRACTOR/OFFEROR
(Signature)
(Signature of person authorized to sign)

15C. DATE SIGNED (Date)

16B. UNITED STATES OF AMERICA
BY (Signature)
(Signature of Contracting Officer)

16C. DATE SIGNED (Date)

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Figure 2-13d. Sample SF-30 COSA

Page 2 of 2

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

Clinical Addition, VAMC, Mountain Home, TN
Project No. 621-040
Contract No. V101C-1098
COSA "A" dated 6/6/85

Description: Furnish and install electrical outlets, electrical circuits and medical gas outlets as indicated on amended drawings IR-34 through IR-40, in accordance with your proposal dated 5/10/85.

CPM Activities Affected:

Activities Added	Trade	Description	Activity Duration	Budget
6090-9630	- -	Dummy	- - - -	- - - -
9630-6340	Electrical	COSA "A"	10	$11,404.91
6170-9631	- -	Dummy	- - - -	- - - -
9631-6230	Drywall	COSA "A"	2	$ 1,000.00
6110-9632	- -	Dummy	- - - -	- - - -
9632-9340	Plumbing	COSA "A"	5	$ 5,200.00
6280-9633	- -	Dummy	- - - -	- - - -
9633-6340	Lab. Furn.	COSA "A"	1	$ 2,030.00

Payments will be made as the work progresses as provided by the contract. This supplemental agreement constitutes full and complete compensation due to the contractor for all costs, direct and indirect, resulting from the modification set forth herein with the exception of the reservations listed below (if none, so state).

NOTE: Show CPM activities for approved final diagrams only. Activity nodes and contract time will be considered following approval of final diagrams for changes issued on the interim diagram.

Figure 2-13d (Continued). Sample SF-30 COSA

CONSTRUCTION COST ESTIMATE

PROJECT: Outpatient/ Clinical Addition
PROJECT #: 666-046
LOCATION: Sheridan, Wyoming
BASIS FOR ESTIMATE: FSA 10 -- Change clg. room I-44 from A/T to Gyp. Board
DRAWING #: 71-52
ESTIMATOR: *Be sure to fill in name of estimator
DATE PREPARED: September 11, 1989

DESCRIPTION	**QUANTITY**		**LABOR**		**MATERIAL**		**TOTAL COST**
	NO. UNITS	UNIT MEAS.	PER UNIT	TOTAL	PER UNIT	TOTAL	
GENERAL CONTRACTOR							
Del. A/T clg incl. suspension system	1680	SF	.45	(756.00)	.70	(1176.00)	(1932.00)
Grid Suspension Sys	1680	SF	.57	957.60	.53	890.00	1848.00
Gypsum Board	1680	SF	.50	840.00	.32	537.00	1377.00
2x2 Access Panel	4	ea	16.95	67.80	36.	144.00	211.00
SUBTOTAL				1109.40		396.00	1505.00
Foreman (Layout & coordination @ 15% of labor)				18.17			18.17
Sales Tax @ 6%						23.76	23.76
CPM Fee						25.00	25.00
SUBTOTAL				1127.57		444.76	1572.33
Overhead @ 10%							157.23
SUBTOTAL							1729.56
Profit @ 10%							172.96
Labor Burden @ 18% of Total Labor							202.96
TOTAL GEN. CONTR.							2105.48*
ELECTRIC S.C.							
Add Hardware for light fixture	14	ea			15.	210.00	210.00
Labor	6	hr	22.75	136.50			136.50
Sales Tax @ 6%						12.60	12.60
SUBTOTAL				136.50		222.60	359.10
Overhead @ 10%							35.91
SUBTOTAL							395.01
Profit @ 10%							39.50
Labor Burden @ 15% of Labor							32.76
TOTAL ELECTRIC S.C.							467.27*

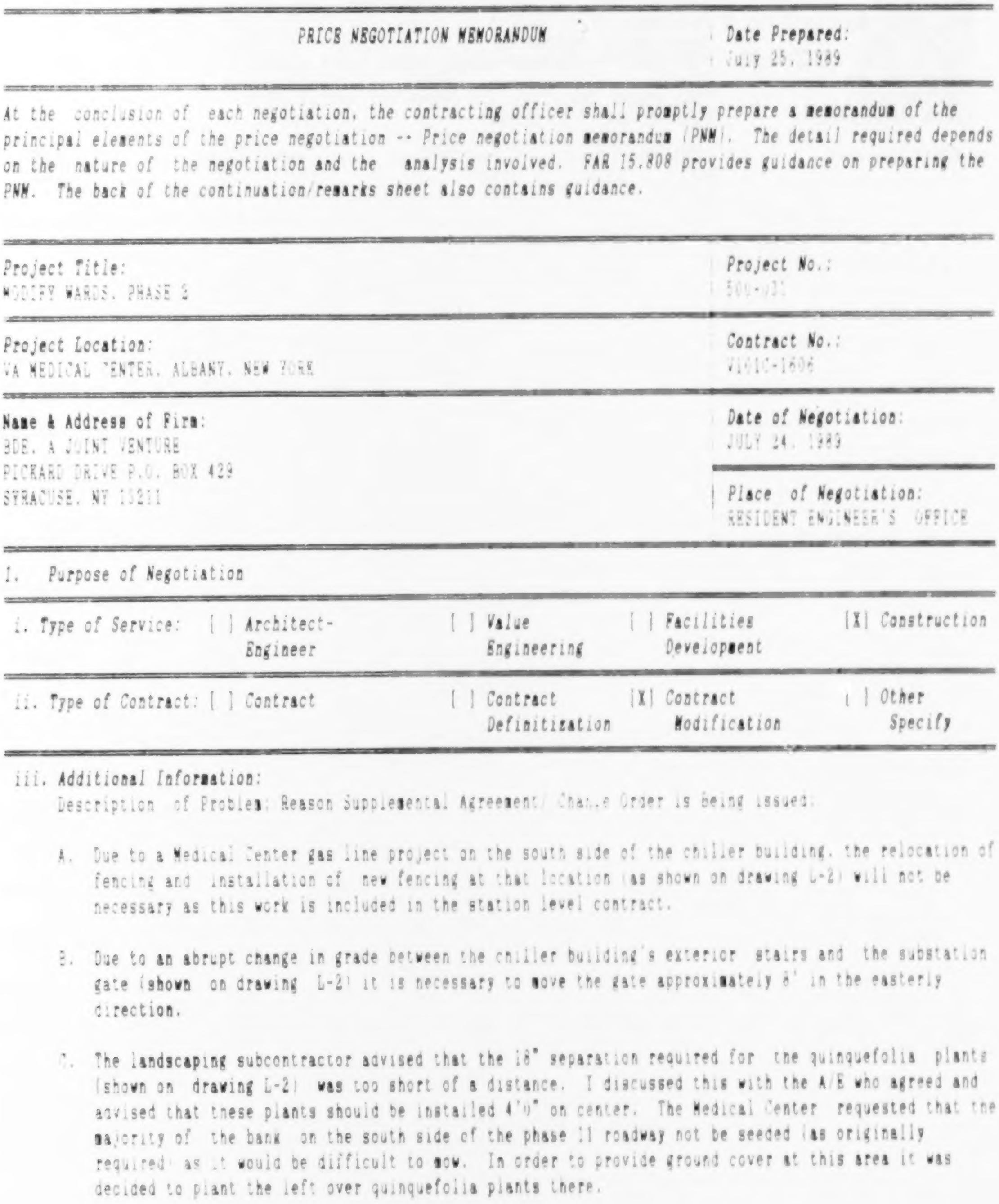
Figure 2-14. Independant Estimate

CONSTRUCTION COST ESTIMATE

PROJECT: Outpatient/ Clinical Addition
PROJECT #: 666-046
LOCATION: Sheridan, Wyoming
BASIS FOR ESTIMATE: FSA 10 -- Change clg. room I-44 from A/T to Gyp. Board
DRAWING #: 71-52
ESTIMATOR: *Be sure to fill in name of estimator
DATE PREPARED: September 11, 1989

DESCRIPTION	QUANTITY		LABOR		MATERIAL		TOTAL COST
	NO. UNITS	UNIT MEAS.	PER UNIT	TOTAL	PER UNIT	TOTAL	
PAINTING S.C.							
Paint new clg 2 coats	1680	SF	.175	294.00	.09	151.27	445.20
Sales Tax @ 6%							
SUBTOTAL						9.07	9.07
Overhead @ 10%				294.00		160.27	454.27
SUBTOTAL							45.43
Profit @ 10%							499.70
Labor Burden @ 15%							49.97
TOTAL PAINT S.C.							44.10
RECAP							593.77*
PAINT S.C.							
ELECTRIC S.C.							593.77
GENERAL CONTRACTOR'S 10% FEE ON S.C.							467.27
GENERAL CONTRACTOR'S WORK							106.10
TOTAL							2105.48
							3272.62**

Figure 2-14 (Continued). Independant Estimate



PRICE NEGOTIATION MEMORANDUM	*Date Prepared:* July 25, 1989

At the conclusion of each negotiation, the contracting officer shall promptly prepare a memorandum of the principal elements of the price negotiation -- Price negotiation memorandum (PNM). The detail required depends on the nature of the negotiation and the analysis involved. FAR 15.808 provides guidance on preparing the PNM. The back of the continuation/remarks sheet also contains guidance.

Project Title: MODIFY WARDS, PHASE 2	*Project No.:* 500-031
Project Location: VA MEDICAL CENTER, ALBANY, NEW YORK	*Contract No.:* V101C-1606
Name & Address of Firm: BDE, A JOINT VENTURE PICKARD DRIVE P.O. BOX 429 SYRACUSE, NY 13211	*Date of Negotiation:* JULY 24, 1989 *Place of Negotiation:* RESIDENT ENGINEER'S OFFICE

I. Purpose of Negotiation

i. Type of Service:	[ ] *Architect-Engineer*	[ ] *Value Engineering*	[ ] *Facilities Development*	[X] *Construction*
ii. Type of Contract:	[ ] *Contract*	[ ] *Contract Definitization*	[X] *Contract Modification*	[ ] *Other Specify*

iii. Additional Information:
Description of Problem; Reason Supplemental Agreement/Change Order is being issued:

A. Due to a Medical Center gas line project on the south side of the chiller building, the relocation of fencing and installation of new fencing at that location (as shown on drawing L-2) will not be necessary as this work is included in the station level contract.

B. Due to an abrupt change in grade between the chiller building's exterior stairs and the substation gate (shown on drawing L-2) it is necessary to move the gate approximately 8' in the easterly direction.

C. The landscaping subcontractor advised that the 18" separation required for the quinquefolia plants (shown on drawing L-2) was too short of a distance. I discussed this with the A/E who agreed and advised that these plants should be installed 4'0" on center. The Medical Center requested that the majority of the bank on the south side of the phase II roadway not be seeded (as originally required) as it would be difficult to mow. In order to provide ground cover at this area it was decided to plant the left over quinquefolia plants there.

Figure 2-15. Price Negotiation Memorandum
Example prepared on Word Processor

2. ***Description of the Acquisition:*** *Supplemental Agreement* _FSA 61_ ______ *Change Order*____________
Provide all labor, materials and equipment necessary to perform landscaping changes and an equitable credit for deleted fence work as described on page 2 of FSA 61.

3. ***Negotiation Representatives:***

Organization	***Name***	*Position*
VA	Patrick S. Hefferon	Senior Resident Engineer
E/E	Richard Crockford	Project Coordinator

4. *The current status of the contractor's purchasing system when material is a significant cost element:*
N/A

5. If certified cost or pricing data were required, the extent to which the contracting officer --
   i. Relied on the cost or pricing data submitted and used them in negotiating the price; and--
   ii. Recognized as inaccurate, incomplete, or noncurrent any cost or pricing data submitted; the action requested by the contracting officer and the contractor as a result; and the effect of the defective data on the price negotiated:

NOT APPLICABLE

6. *If certified cost or pricing data were not required in the case of any price negotiation over $100,000, the exemption or waiver used and the basis for claiming or granting it:*

NOT APPLICABLE

7. *If certified cost or pricing data were required in the case of any price negotiation under $100,000, the rationale for such requirement:*

NOT APPLICABLE

8. ***A summary** of the contractor's proposal, the field pricing report (audit) recommendations and the reasons for any pertinent variances from the field pricing report recommendations. Where the determination of price reasonableness is based on cost analysis, the summary shall address the amount of each major cost element (i) proposed by the contractor, (ii) recommended by the field or other pricing assistance report (audit) (if any), (iii) contained in the Government's negotiation objective, and (iv) considered negotiated **as a part of the price:***

SUMMARY OF CONTRACTOR'S PROPOSAL:

SUMMARY OF A/E OR VA ESTIMATE:

ORIGINAL	TRADE	
($467.00)	Fencing	($594.00)
314.00	Landscaping	579.00
(153.00)	TOTAL	(15.00)

Since the value of the change was expected to be less than $1,500.00, it was known that an A/E estimate would not be required and one was prepared by this office

Figure 2-15 (Continued). Price Negotiation Memorandum
Example prepared on Word Processor

Firm's Original Proposal	*VA Estimate*	*Final Mutually Agreed Price*
Amount: $[illegible]	Amount: $[illegible]	Amount: $[illegible]
Date: July 20, 1989	Date: July 20, 1989	Date: July 20, 1989
Dt Field Pricing Report Issued:	*Control Number (If Appl):*	*Amt. Submtd. for Field Pricing Rev.:*

9. *The most significant facts or considerations controlling the establishment of the prenegotiation price objective and the negotiated price including an explanation of any significant differences between the two positions. To the extent such direction given by congress, other agencies, and higher level officials (i.e., officials who would not normally exercise authority during the award and review process for the instant contract action) if the direction had a significant effect on the action:*

The basis for the prenegotiation price objective was the A/E or VA estimate listed under item no. 8.

The contractor's original proposal compares favorably with the VA estimate and therefore is considered to be fair and reasonable to perform the changed work. However, this office felt that the activity days and the I - J tie ins to the CPM schedule that the contractor proposed were incorrect. On July 24, 1989 I met with Dick [illegible] and he agreed to change those items as reflected on the marked up copy of his proposal.

10. *The basis for determining the profit or fee prenegotiation objective and the profit or fee negotiated:*

Considering the dollar amount of the modification as well as the necessary contractor effort and risk in performing the modification on a firm fixed price basis, it was determined that the ceiling percentages allowed for profit or fees should be used.

11. *Signature of Contracting Officer:*
PATRICK E. HEFFERON, Senior Resident Engineer

Date:
July 2[illegible], 1989

Figure 2-15 (Continued). Price Negotiation Memorandum
Example prepared on Word Processor

Veterans Administration

Memorandum

Date

From Senior Resident Engineer (08)

Subj Validation of Obligation Resulting from Field Change Order No.
Contract No. V101C-1224, Ambulatory Care/Clinical Addition

To Chief, Fiscal Service (04)

1. Attached for validation pursuant to MP-4, Part V, are three (3) signed copies of Field Change Order issued under the contract indicated therein.

2. It is requested that you validate the change in obligation under the contract indicating your action on one copy, and return same to this office.

3. One signed copy of Field Change Order is for your "Fiscal Contract Working File" (and appropriate distribution), and one is for the Data Processing Center, Austin, Texaas.

4. Distribution copies will be furnished Central Office upon receipt of your validation.

CHARLES D. QUEL

Attachments

Figure 2-16a. Cover Letter to Fiscal (04) for Validation of FCO

VA FORM 2105
SEP 1984

August 20, 1990

Veterans Administration

Memorandum

Date

From Senior Resident Engineer (08)

Subj Field Change Order No. _____ - Ambulatory Care/Clinical Addition, Contract No. V101C-1224, Project No. 521-024, VAMC, Birmingham, AL

To Area Project Manager (087B)

1. Attached are two (2) photocopies of Field Change Order issued under the contract indicated therein. Also attached are original and two (2) photocopies of my "Price Negotiation Memorandum."

2. It is understood that Construction Contract Administration Division will complete the distribution in Central Office.

3. The change in obligation resulting from this Field Change Order has been validated by the appropriate Finance Officer pursuant to MP-4, Part V, and two (2) copies of the Change Order have been furnished for the "Fiscal Contract Working File" and distribution to the Data Processing Center, Austin, Texas.

CHARLES D. QUEL

Attachments

Figure 2-16b. Cover Letter for Distribution of FCO

VA FORM
SEP 1984 2105

August 20, 1990

Veterans
Administration

Memorandum

Date

From Senior Resident Engineer (08)

Subj Validation of Obligation Resulting from Field Supplemental Agreement Contract No. V101C-1224, Ambulatory Care/Clinical Addition

To Chief, Fiscal Service (04)

1. Attached for validation pursuant to MP-4, Part V, are three (3) signed copies of Field Supplemental Agreement issued under the contract indicated therein.

2. It is requested that you validate the change in obligation under the contract indicating your action on one copy, and return same to this office.

3. One signed copy of Field Supplemental Agreement is for your "Fiscal Contract Working File" (and appropriate distribution), and one is for the Data Processing Center, Austin, Texas.

4. Distribution copies will be furnished Central Office upon receipt of your validation.

CHARLES D. QUEL

Attachments

Figure 2-16c. Cover Letter to Fiscal (04) for Validation of FSA

VA FORM
SEP 1984 2105

August 20, 1990

Veterans Administration

Memorandum

Date

From Senior Resident Engineer (08)

Subj Field Supplemental Agreement No. - Ambulatory Care/Clinical Addition Contract No. V101C-1224, Project No. 521-024, VAMC, Birmingham, AL

To Area Project Manager (087B)

1. Attached are two (2) photocopies of Field Supplemental Agreement issued under the contract indicated therein. Also attached are original and one (1) signed copy of the contractor's proposal covering this change and original and two (2) photocopies of my "Price Negotiation Memorandum".

2. It is understood that Construction Contract Administration Division will complete the distribution in Central Office.

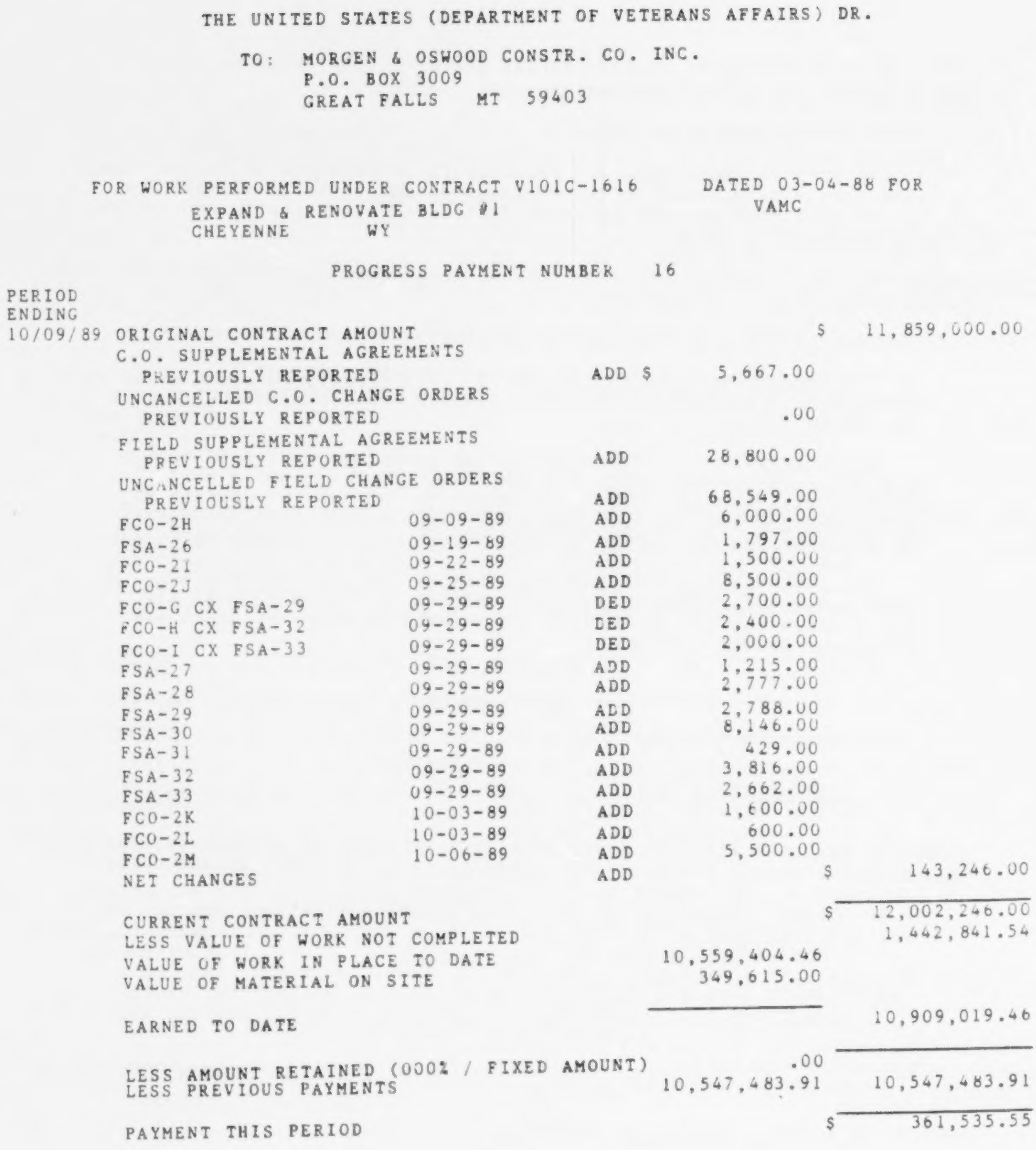
3. The change in obligation resulting from this Field Supplemental Agreement has been validated by the appropriate Finance Officer pursuant to MP-4, Part V, and two (2) signed copies of the Supplemental Agreement have been furnished for the "Fiscal Contract Working File" and distribution to the Data Processing Center, Austin, Texas.

CHARLES D. QUEL

Attachments

Figure 2-16d. Cover Letter for Distribution of FSA

VA FORM SEP 1984 2105



```
              THE UNITED STATES (DEPARTMENT OF VETERANS AFFAIRS) DR.

                 TO:  MORGEN & OSWOOD CONSTR. CO. INC.
                      P.O. BOX 3009
                      GREAT FALLS    MT  59403


      FOR WORK PERFORMED UNDER CONTRACT V101C-1616      DATED 03-04-88 FOR
              EXPAND & RENOVATE BLDG #1                        VAMC
              CHEYENNE        WY

                            PROGRESS PAYMENT NUMBER   16
PERIOD
ENDING
10/09/89 ORIGINAL CONTRACT AMOUNT                                         $   11,859,000.00
         C.O. SUPPLEMENTAL AGREEMENTS
           PREVIOUSLY REPORTED                         ADD $      5,667.00
         UNCANCELLED C.O. CHANGE ORDERS
           PREVIOUSLY REPORTED                                         .00
         FIELD SUPPLEMENTAL AGREEMENTS
           PREVIOUSLY REPORTED                         ADD       28,800.00
         UNCANCELLED FIELD CHANGE ORDERS
           PREVIOUSLY REPORTED                         ADD       68,549.00
         FCO-2H                      09-09-89          ADD        6,000.00
         FSA-26                      09-19-89          ADD        1,797.00
         FCO-2I                      09-22-89          ADD        1,500.00
         FCO-2J                      09-25-89          ADD        8,500.00
         FCO-G CX FSA-29             09-29-89          DED        2,700.00
         FCO-H CX FSA-32             09-29-89          DED        2,400.00
         FCO-I CX FSA-33             09-29-89          DED        2,000.00
         FSA-27                      09-29-89          ADD        1,215.00
         FSA-28                      09-29-89          ADD        2,777.00
         FSA-29                      09-29-89          ADD        2,788.00
         FSA-30                      09-29-89          ADD        8,146.00
         FSA-31                      09-29-89          ADD          429.00
         FSA-32                      09-29-89          ADD        3,816.00
         FSA-33                      09-29-89          ADD        2,662.00
         FCO-2K                      10-03-89          ADD        1,600.00
         FCO-2L                      10-03-89          ADD          600.00
         FCO-2M                      10-06-89          ADD        5,500.00
         NET CHANGES                                   ADD                    $      143,246.00
                                                                              ---------------
         CURRENT CONTRACT AMOUNT                                              $   12,002,246.00
         LESS VALUE OF WORK NOT COMPLETED                                          1,442,841.54
         VALUE OF WORK IN PLACE TO DATE                      10,559,404.46
         VALUE OF MATERIAL ON SITE                              349,615.00
                                                          ----------------
         EARNED TO DATE                                                          10,909,019.46
                                                                              ---------------
         LESS AMOUNT RETAINED (000% / FIXED AMOUNT)                    .00
         LESS PREVIOUS PAYMENTS                              10,547,483.91       10,547,483.91
                                                                              ---------------
         PAYMENT THIS PERIOD                                                  $      361,535.55
```

Figure 2-17. Computer Produced Contract Progress Report, Voucher, and Accrual Report

(APPLICABLE TO CONTRACTS AWARDED BEFORE APRIL 1, 1989, WITH NO RENEWALS OR EXERCISED OPTIONS SINCE THAT DATE):

CLAIM MADE AS INDICATED ABOVE.

I HAVE MADE PAYMENTS FROM THE PROCEEDS OR PRIOR PAYMENTS, AND I WILL MAKE TIMELY PAYMENTS FROM THE PROCEEDS OF THE PROGRESS PAYMENT NOW DUE TO MY SUBCONTRACTORS AND SUPPLIERS IN ACCORDANCE WITH CONTRACTURAL AGREEMENTS WITH THEM.

(APPLICABLE TO CONTRACTS AWARDED, CONTRACTS RENEWED, AND OPTIONS EXPERIENCED ON OR AFTER APRIL 1, 1989):

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT -

(1) THE AMOUNTS REQUESTED ARE ONLY FOR PERFORMANCE IN ACCORDANCE WITH THE SPECIFICATIONS, TERMS, AND CONDITIONS OF THE CONTRACT:

(2) PAYMENTS TO SUBCONTRACTORS AND SUPPLIERS HAVE BEEN MADE FROM PREVIOUS PAYMENTS RECEIVED UNDER THE CONTRACT, AND TIMELY PAYMENTS WILL BE MADE FROM THE PROCEEDS OF THE PAYMENT COVERED BY THIS CERTIFICATION, IN ACCORDANCE WITH SUBCONTRACT AGREEMENTS AND THE REQUIREMENTS OF CHAPTER 39 OF TITLE 31, UNITED STATES CODE; AND

(3) THIS REQUEST FOR PROGRESS PAYMENT DOES NOT INCLUDE ANY AMOUNTS WHICH THE PRIME CONTRACTOR INTENDS TO WITHHOLD OR RETAIN FROM A SUBCONTRACTOR OR SUPPLIER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE SUBCONTRACT.

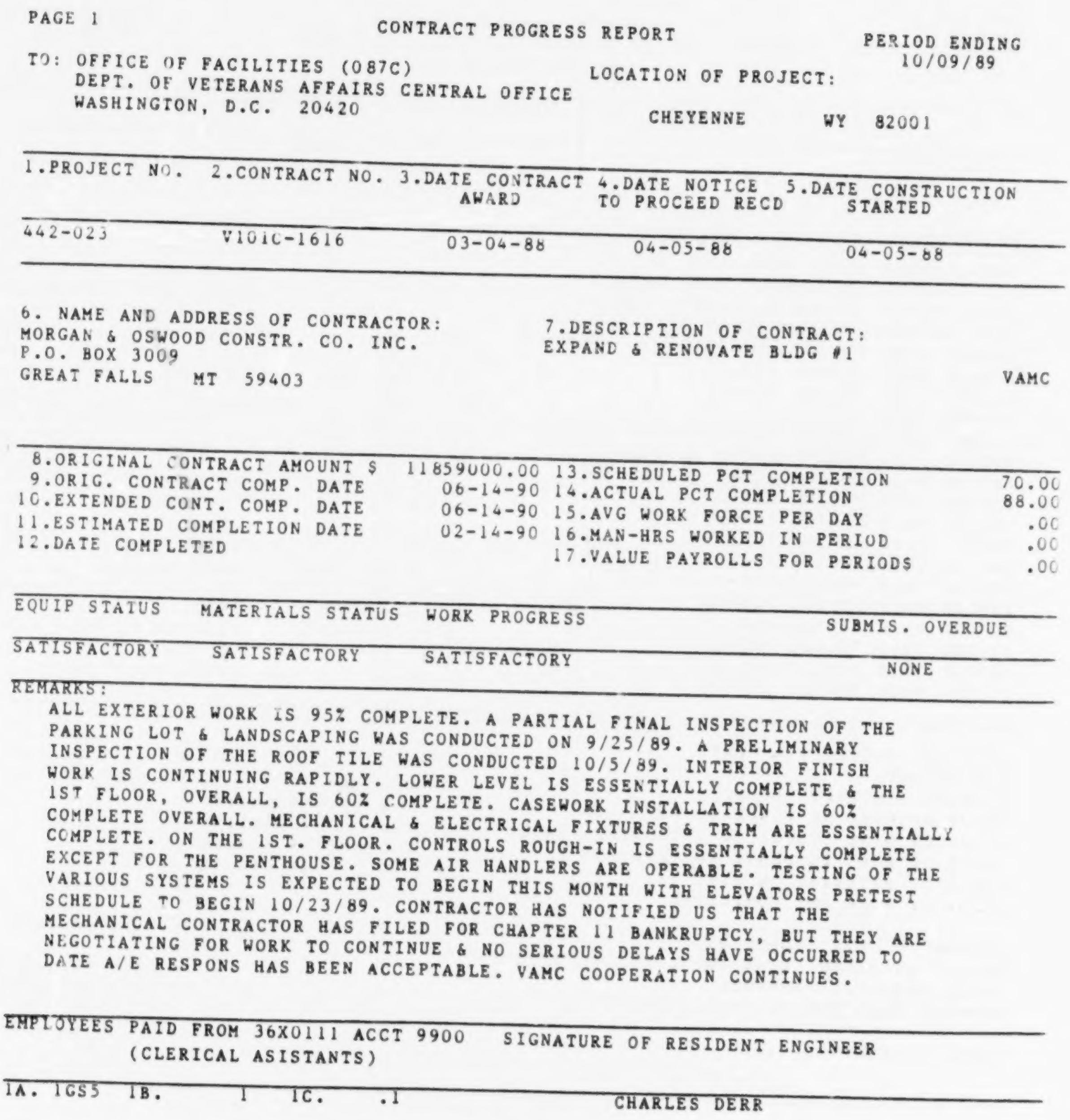
(DATE) MORGEN & OSWOOD CONSTR. CO. INC.

PER (S) TITLE

I CERTIFY THAT THE ARTICLES AND/OR SERVICES REPRESENTED BY THIS ESTIIMATE HAVE BEEN RECEIVED AND/OR RENDERED IN ACCORDANCE WITH THE TERMS OF THE CONTRACT.

RESIDENT ENGINEER

Figure 2-17 (Continued). Computer Produced Contract Progress Report, Voucher, and Accrual Report



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PAGE 1
                          CONTRACT PROGRESS REPORT
                                                              PERIOD ENDING
TO: OFFICE OF FACILITIES (087C)                                  10/09/89
    DEPT. OF VETERANS AFFAIRS CENTRAL OFFICE    LOCATION OF PROJECT:
    WASHINGTON, D.C.  20420
                                                   CHEYENNE      WY  82001
--------------------------------------------------------------------------
1.PROJECT NO.  2.CONTRACT NO. 3.DATE CONTRACT 4.DATE NOTICE  5.DATE CONSTRUCTION
                                    AWARD     TO PROCEED RECD     STARTED
--------------------------------------------------------------------------
442-023         V101C-1616       03-04-88       04-05-88       04-05-88
--------------------------------------------------------------------------

6. NAME AND ADDRESS OF CONTRACTOR:            7.DESCRIPTION OF CONTRACT:
MORGAN & OSWOOD CONSTR. CO. INC.              EXPAND & RENOVATE BLDG #1
P.O. BOX 3009
GREAT FALLS    MT  59403                                               VAMC

--------------------------------------------------------------------------
 8.ORIGINAL CONTRACT AMOUNT $  11859000.00 13.SCHEDULED PCT COMPLETION    70.00
 9.ORIG. CONTRACT COMP. DATE      06-14-90 14.ACTUAL PCT COMPLETION       88.00
10.EXTENDED CONT. COMP. DATE      06-14-90 15.AVG WORK FORCE PER DAY        .00
11.ESTIMATED COMPLETION DATE      02-14-90 16.MAN-HRS WORKED IN PERIOD      .00
12.DATE COMPLETED                          17.VALUE PAYROLLS FOR PERIODS    .00
--------------------------------------------------------------------------
EQUIP STATUS   MATERIALS STATUS  WORK PROGRESS
                                                          SUBMIS. OVERDUE
--------------------------------------------------------------------------
SATISFACTORY    SATISFACTORY     SATISFACTORY
                                                              NONE
REMARKS:------------------------------------------------------------------
  ALL EXTERIOR WORK IS 95% COMPLETE. A PARTIAL FINAL INSPECTION OF THE
  PARKING LOT & LANDSCAPING WAS CONDUCTED ON 9/25/89. A PRELIMINARY
  INSPECTION OF THE ROOF TILE WAS CONDUCTED 10/5/89. INTERIOR FINISH
  WORK IS CONTINUING RAPIDLY. LOWER LEVEL IS ESSENTIALLY COMPLETE & THE
  1ST FLOOR, OVERALL, IS 60% COMPLETE. CASEWORK INSTALLATION IS 60%
  COMPLETE OVERALL. MECHANICAL & ELECTRICAL FIXTURES & TRIM ARE ESSENTIALLY
  COMPLETE. ON THE 1ST. FLOOR. CONTROLS ROUGH-IN IS ESSENTIALLY COMPLETE
  EXCEPT FOR THE PENTHOUSE. SOME AIR HANDLERS ARE OPERABLE. TESTING OF THE
  VARIOUS SYSTEMS IS EXPECTED TO BEGIN THIS MONTH WITH ELEVATORS PRETEST
  SCHEDULE TO BEGIN 10/23/89. CONTRACTOR HAS NOTIFIED US THAT THE
  MECHANICAL CONTRACTOR HAS FILED FOR CHAPTER 11 BANKRUPTCY, BUT THEY ARE
  NEGOTIATING FOR WORK TO CONTINUE & NO SERIOUS DELAYS HAVE OCCURRED TO
  DATE A/E RESPONS HAS BEEN ACCEPTABLE. VAMC COOPERATION CONTINUES.

--------------------------------------------------------------------------
EMPLOYEES PAID FROM 36X0111 ACCT 9900   SIGNATURE OF RESIDENT ENGINEER
         (CLERICAL ASISTANTS)
--------------------------------------------------------------------------
1A. 1GS5  1B.      1   1C.    .1              CHARLES DERR
--------------------------------------------------------------------------
```

Figure 2-17 (Continued). Computer Produced Contract Progress Report, Voucher, and Accrual Report

```
PAGE 2                 CONTRACT PROGRESS REPORT                PERIOD ENDING
                                                               10/09/89
                         CONTRACT FISCAL DATA
--------------------------------------------------------------------------------
         SUPPLEMENTAL AGREEMENTS, CHANGE ORDERS AND TIME EXTENSIONS
--------------------------------------------------------------------------------
                                                       DAYS
                                                 DATE  EXTEN- ADDITIONS DEDUCTIONS
                                             APPROVED  SION
--------------------------------------------------------------------------------
C.O. SUPPL. AGREEMENT PREV RPTD SYM    A TO   E        0      30833.00    25166.00
C.O. CHANGE ORDER PREV RPTD NO         0 TO   0        0           .00         .00
FIELD SUPPL. AGREEMENT PREV RPTD NO    1 TO  25        0      31655.00     2855.00
FIELD CHANGE ORDER PREV RPTD SYM       A TO  2G        0      82749.00    14200.00
TIME EXTENSIONS PREV RPTD NO           0 TO   0        0
ISSUED THIS PERIOD FCO-2H                  09-09-89    0       6000.00         .00
ISSUED THIS PERIOD FSA-26                  09-19-89    0       1797.00         .00
ISSUED THIS PERIOD FCO-2I                  09-22-89    0       1500.00         .00
ISSUED THIS PERIOD FCO-2J                  09-25-89    0       8500.00         .00
ISSUED THIS PERIOD FCO-G CS FSA-29         09-29-89    0           .00     2700.00
ISSUED THIS PERIOD FCO-H CS FSA-32         09-29-89    0           .00     2400.00
ISSUED THIS PERIOD FCO-I CS FSA-33         09-29-89    0           .00     2000.00
ISSUED THIS PERIOD FSA-27                  09-29-89    0       1215.00         .00
ISSUED THIS PERIOD FSA-28                  09-29-89    0       2777.00         .00
ISSUED THIS PERIOD FSA-29                  09-29-89    0       2788.00         .00
ISSUED THIS PERIOD FSA-30                  09-29-89    0       8146.00         .00
ISSUED THIS PERIOD FSA-31                  09-29-89    0        429.00         .00
ISSUED THIS PERIOD FSA-32                  08-29-89    0       3816.00         .00
ISSUED THIS PERIOD FSA-33                  09-29-89    0       2662.00         .00
ISSUED THIS PERIOD FCO-2K                  10-03-89    0       1600.00         .00
ISSUED THIS PERIOD FCO-2L                  10-03-89    0        600.00         .00
ISSUED THIS PERIOD FCO-2M                  10-06-89    0       5500.00         .00
--------------------------------------------------------------------------------

ORIGINAL CONTRACT AMOUNT                                      $   11,859,000.00
NET CHANGE                                                    $      143,246.00
CURRENT CONTRACT AMOUNT                                       $   12,002,246.00
VALUE OF WORK IN PLACE TO 09-11-89            $ 10,014,004.91
VALUE OF WORK INSTALLED - CURRENT PERIOD      $    545,399.55
VALUE OF WORK IN PLACE TO 10-09-89            $ 10,559,404.46
VALUE OF MATERIAL ON SITE                     $    349,615.00
VALUE OF WORK NOT COMPLETED                                   $    1,442,841.54

EARNED TO DATE (10-09-89)                                     $   10,909,019.46
AMOUNT RETAINED (000% AND/OR FIXED AMOUNT)                    $             .00
TOTAL PREVIOUS PAYMENTS                                       $   10,547,483.91
PAYMENT THIS PERIOD                                           $      361,535.55
                                                                ---------------
TOTAL PAYMENT TO DATE                                         $   10,909,019.46
--------------------------------------------------------------------------------
```

Figure 2-17 (Continued). Computer Produced Contract Progress Report, Voucher, and Accrual Report

CONTRACT PROGRESS ACCRUAL REPORT

PERIOD ENDING
10-31-89

TO: OFFICE OF FACILITIES (087C)
DEPT. OF VETERANS AFFAIRS CENTRAL OFFICE
WASHINGTON, D.C. 20420

LOCATION OF PROJECT:
CHEYENNE WY 82001

1.PROJECT NO.	2.CONTRACT NO.	3.DATE CONTRACT AWARD	4.DATE NOTICE TO PROCEED RECD	5.DATE CONSTRUCTION STARTED
442-023	V101C-1616	03-04-88	04-05-88	04-05-88

6.NAME AND ADDRESS OF CONTRACTOR:
MORGEN & OSWOOD CONSTR.
P.O. BOX 3009
GREAT FALLS MT 59403

7.DESCRIPTION OF CONTRACT:
EXPAND & RENVATE BLDG #1
VAMC

VALUE OF WORK IN PLACE TO 10-09-89	$ 10,559,404.46
ESTIMATED ACCRUALS FROM 10-09-89 TO 10-31-89	$ 415,542.56
TOTAL ESTIMATED VALUE OF WORK IN PLACE TO 10-31-89	$ 10,974,947.02

SIGNATURE OF RESIDENT ENGINEER

CHARLES DERR

Figure 2-17 (Continued). Computer Produced Contract Progress Report, Voucher, and Accrual Report

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CHEWY

CHEWY

CHEWY

CHEWY

CHEWY

CHEWY

CHEWY

CHEWY

CHEWY

CHEWY

    RETAINED PERCENT:  00
    FIXED PERCENT:  000
    FIXED RETAINED AMOUNT:          0.00
```

Figure 2-17 (Continued). Computer Produced Contract Progress Report, Voucher, and Accrual Report

CONTRACT PROGRESS REPORT INSTRUCTIONS

The following instructions apply to specific entries on VA Form 08-6001a, Contract Progress Report. All entries must be typed.

(1) REPORT FOR PERIOD ENDING. Enter the ending date of the period covered by the report. This will be the date through which the report is being considered. In the case of the final report, it will be the physical completion date. For the final progress report enter FINAL above this box.

(2) TO: Area Project Manager (087)
(fill in appropriate area - A, B, C, D)

(3) LOCATION OF PROJECT. Enter official designation of location at which work is being performed.

(4) ITEM 1, PROJECT NO. Enter officially assigned project number. The same project number may cover more than one contract or purchase and hire project.

(5) ITEM 2, CONTRACT NO. Enter officially assigned contract number.

(6) ITEM 3, DATE CONTRACT AWARD. Enter date of letter informing the contractor of the award of the contract.

(7) ITEM 4, DATE NOTICE TO PROCEED RECEIVED. Enter date of which the contractor acknowledged receipt of "Notice to Proceed."

(8) ITEM 5, DATE CONSTRUCTION STARTED. Enter date that workers began construction on the site. Preliminary work, such as moving and setting up of equipment, construction of field offices, temporary roads, services, etc., will not be considered as the date construction started.

(9) ITEM 6, CONTRACTOR. Enter the name and address of the individual or firm as it appears on the contract document.

(10) ITEM 7, DESCRIPTION OF CONTRACT. Enter a brief description of the work to be accomplished under the contract. Generally, description indicated on title of page of specifications will suffice.

(11) ITEM 8, ORIGINAL CONTRACT AMOUNT. Enter exact amount of original contract award. This figure will not be changed by subsequent issuance of supplemental agreements.

(12) ITEM 9, SCHEDULED PERCENT COMPLETION. Leave blank.

(13) ITEM 10, ACTUAL PERCENT COMPLETION. Enter percentage of completion as determined by dividing total value of work in place (item 55) by current contract amount (item 54).

(14) ITEM 11, ORIGINAL CONTRACT COMPLETION DATE. Enter the date on which the contract was initially scheduled to be completed. This date is obtained by

Figure 2-18. VA Form 6001a "Contract Progress Report"
and Instructions

adding the number of days within which contract work is to be accomplished as noted in the contract to the date contractor received "Notice to Proceed" (item 4). Example, assuming a 10 day contract: Notice to Proceed received by contractor January 4, contract completion date is January 14. The date of original contract completion will not be changed due to subsequent contract time extension.

(15) ITEM 12, EXTENDED CONTRACT COMPLETION DATE. Enter contract completion date revised to include all approved time extensions received up to end of reporting period.

(16) ITEM 13, ESTIMATED COMPLETION DATE. Resident engineers will enter a realistic date of contract completion based on personal knowledge and observation of contractor's past performance, availability of materials, labor, etc. Serious consideration will be given in establishing this date, as this information is used in central office for program planning, budgetary purposes, allocation and shipment of supplies, and also for scheduling personnel assignments. The resident engineer should consult with the contractor and arrive at a well-considered opinion of his own as to when the project will be ready for beneficial use by the Government. If a change in the estimated completion date is warranted, the revised date will be shown on the current report. An explanation of the reasons for the change should be given under "Remarks."

(17) ITEM 14, DATE COMPLETED. Enter the date of substantial completion as established by authorized inspection officer on central office contracts, and date of physical completion on facility level contracts.

(18) ITEM 15 THROUGH 49.

(a) COLUMN A, BRANCH OF WORK. Enter branches of work as approved on Schedule of Costs.

(b) COLUMN B, TOTAL VALUE. Enter exact values of each branch of work as approved on Schedule of Costs. These values will not be changed throughout the life of the contract.

(c) COLUMN C, VALUE OF WORK IN PLACE - END OF LAST PERIOD. Enter sum of values indicated in column C and D of preceding report. The value of all work shown in column C must first appear in column D.

(d) COLUMN D, VALUE OF WORK INSTALLED IN CURRENT PERIOD. Enter estimated cost of labor and material incorporated in work completed during the reporting period. In estimating value of work installed, allowance may be made for preparatory work, such as scaffolding, framing, temporary utilities, etc. In making these estimates no consideration will be given to whether or not material installed has been previously paid for as that will be accounted for when adjusting Item 56.

1. It is customary, but not required, for the contractor to submit his estimate of the value of work completed. The Senior Resident Engineer shall

Figure 2-18 (Continued). VA Form 6001a "Contract Progress Report" and Instructions

make his/her own estimate from evidence of the work in place using the claimed value of the work as shown by the Schedule of Costs, and by consultation with the other resident engineers assigned to the project. To simplify the arithmetic, it is not necessary to estimate any closer than the nearest 10 dollars. After the independent estimate is prepared, the items should be checked against those presented by the contractor. If appreciable differences are found, an investigation should be made of the reason for the discrepancies. Work of value may have been overlooked in either of the estimates. The figures to use are those of which the Senior Resident Engineer can be confident as being correct and equitable to both the contractor and the Government. An important index of proper estimating on such partial payments is that there shall be sufficient funds left in each item to permit completion of the work under the branch after the current payment is made.

2. The contract progress report is not intended to determine the amount of payment a prime contractor is to make to their subcontractors. The resident engineer is not expected to know of the content of subcontract agreements and should not act as a referee of equitable settlements under these agreements.

3. When "deduct" Supplemental Agreement (SA) are issued, no deduction will be made in the cost figures for the different branches of work. However, the SRE must not overpay the contractor on those branches of work affected by the deduct SA. It is recommended that the SRE, on his office copy of the contract progress report, enter in pencil the reduced values of work in column "B" for each branch or work affected by the deduct SA. This will remind the SRE on all future contract progress reports, what is the maximum amount that can be paid in columns C & D. Example - The amounts in columns C & D cannot exceed the reduced values, shown in pencil, of each branch or work. (See example 2-18a-d). In case a particular branch has been mistakenly overpaid so that the sums of values of in columns (C) and (D) exceed the adjusted value in column B for a particular branch of work, the SRE will make a correction on the following report. On this next report, enter in column (C) the corrected value (not the sum of values of (C) and (D) of the previous report) and include an explanation concerning the overpayment in the remarks section.

(19) ITEM 50, CHANGE ORDERS. When change orders are issued, type in column A, item 50, "CHANGE ORDERS - ADD" (or DEDUCT), and enter in column B the total values established for fiscal purposes for all change orders. Change orders will be treated the same as supplemental agreements as to payment for work completed, the work in place will be shown in column C and D. When the supplemental agreement is issued, superseding a change order, the fiscal amounts in columns B, C, and D for the particular change order will be deducted from item 50 and will be transferred to item 51 or 52. When a change order and a corresponding supplemental agreement are issued during the same reporting period, the change order will be disregarded.

(20) ITEM 51, SUPPLEMENTAL AGREEMENTS - ADD. Enter in column B the total amount of "ADD" supplemental agreements approved up to the end of the reporting period and shown on the reverse of the form. Enter in columns C and D estimated value of work completed under these changes.

(21) ITEM 52, SUPPLEMENTAL AGREEMENTS - DEDUCT. Enter in column B the total amount of "DEDUCT" supplemental agreements approved up to the end of the reporting period and shown on the reverse of the form.

(22) ITEM 53, TOTAL. Enter totals of the respective columns. The sum of totals (items 18 through 51) of columns C and D on the last report will be equal to the total of items 18 through 52 in column B.

(23) ITEM 54, CURRENT CONTRACT AMOUNT. Enter the net amount of contract value as modified by the supplemental agreements, that is the figure shown in item 53, column B.

(24) ITEM 55, VALUE - WORK IN PLACE TO DATE. Enter the estimated value of material and labor actually incorporated into the construction, that is, the total of item 53, columns C and D.

(25) ITEM 56, VALUE - UNUSED MATERIAL PREVIOUSLY PAID FOR. Enter the estimated value of materials, which are on the site but have not yet been installed, for which payments were approved on partial payment vouchers submitted prior to this period.

(26) ITEM 57, VALUE - UNUSED MATERIAL PAID FOR THIS PERIOD. Enter the current value of additional materials, which are on the site or in an aproved off-the-site storage place but not installed, for which payment has been authorized and is included in the partial payment voucher submmitted with the report for the current period. (Note - The transfer of the value of materials from item 57 to item 56 must be tabulated under the remarks section. As stored material is installed it is paid for under column D "Value of Work Installed in Current Period" and must be deducted from items 56.)

(27) ITEM 58, EARNED TO DATE. Enter the sum of items 55, 56, and 57.

(28) ITEM 59, RETAINAGE. Enter 0 if progress is satisfactory. If progress is unsatisfactory, enter the amount the resident engineer is recommending for retainage as allowed under the payment clause of the contract. Include a statement under the remarks section that retainage in a certain amount is recommended and list the reasons.

(29) ITEM 60, TOTAL PREVIOUS PAYMENTS. Enter the sum of all payments approved through last reporting period; this ordinarily will be the entry for item 62 of the preceding report.

(30) ITEM 61, PAYMENT THIS PERIOD. Enter the amount on partial payment estimates submitted for payment to contractor for the reporting period (item 58 less items 59 and 60).

(31) ITEM 62, TOTAL PAYMENT TO DATE. Enter the sum of items 60 and 61.

(32) ITEM 63, VALUE - WORK NOT COMPLETED. Enter the figure obtained by subtracting the amount earned by contractor to date (item 58) from current contract value (item 54).

Figure 2-18 (Continued). VA Form 6001a "Contract Progress Report" and Instructions

(33) ITEM 64, 65, AND 66A. Entries for these items will be either "Satisfactory" or "Unsatisfactory." Explain "Unsatisfactory" items under "Remarks."

(34) ITEM 66B. On each monthly progress report use the following code or codes as appropriate. Additional information on delays, including dates and action being taken, should also be furnished under "REMARKS," and reported on each report until cleared. Upon clearance a statement to that effect will be included in the report in which the cleared delay is reported.

CODE	PROGRESS FACTOR
A	Well orgainzed and managed
G	Awaiting approval of construciton materials
H	Awaiting approval of shop drawings
I	Adverse sub-soil conditions (excessive rock, quicksand, etc.)
J	Slow delivery of construction materials to site
K	Materials being fabricated off-site
L	Construction materials not available
M	Strike
N	Insufficient labor
O	Weather conditions
P	Contractor defaulted (job being reorganized)
Q	Space to proceed not available
R	Constructioin suspended (miscellaneous reasons)
T	Poor organization and management
V	Time later proceed orders and supplemental agreements

(35) ITEM 67, SUBMISSION OVERDUE. List materials which have not been approved, of which the lack of approvals are delaying or in the near future will delay the project. Explain more fully under "REMARKS," including the date of last correspondence on the subject.

(36) ITEM 68A, B, C, AND D, CHANGE ORDERS AND SUPPLEMENTAL AGREEMENTS PREVIOUSLY REPORTED. Enter the letter symbols or numbers of the first and last approved change orders or supplemental agreements reported prior to the current reporting period, the total days extension of time, and the total amount of

additions and deductions for all change orders and supplemental agreements reported prior to the current reporting period.

(37) ITEM 69, TIME EXTENSION PREVIOUS REPORTED. Enter the numbers of the first and last approved time extensions reported prior to the current reporting period, and the total days extended by such time extensions.

(38) ITEM 70 THROUGH 73. Change orders, supplemental agreements and time extensions issued during the reporting period will be individually listed starting with item 70, if necessary continuing into "REMARKS" space. Change orders will be listed after the supplemental agreements. When a change order is superseded by a supplemental agreement, appropriate notation will be made after the corresponding supplemental agreement indicating which change order has been superseded and the amount of the superseded change order listed in column E 'Deductions'. This notation need not be repeated on succeeding reports after once noted. Should a change order and a corresponding supplemental agreement be issued during the same reporting period, both will be listed although the change order will not be included in item 50. Note that when the contract is complete the amounts of lines 68B and 69D column D additions will equal column E deductions.

(39) REMARKS

(a) Authorized material payments will be indicated as the first entry following the listing of change orders and supplemental agreements. This information will include description of material, date of voucher which includes the payment, amount authorized for payment and total values of material used and unused. Materials may be grouped to save space on the report form. Materials authorized for payment during the reporting period will be set out separately; material paid for previously will be tabulated. If no payment is being made for any reasons, it will be so stated in the remarks section.

(b) On contracts involving alterations to existing hospital buildings where beds are involved, indicate on each report the total number of original (not newly created bed space) beds made unavailable for use due to construction work and give estimated dates when all or part of beds will again become available. Beds returned to service also will be reported.

(c) The SRE will prepare for the consideration of the Contracting Officer a partial payment voucher for submission with final contract progress report. To assure that the retainage being held is sufficient to adequately cover items of omission or correction (punch list, etc.), there should be entered under "REMARKS" appropriate comment and recommendation. The Contracting Officer will determine the effect of such liquidated damages as may have accrued, upon the partial payment estimate.

(40) ITEM 74 - To help central office control personnel ceilings, SREs in charge of major or minor projects will include the following coded data.

Figure 2-18 (Continued). VA Form 6001a "Contract Progress Report" and Instructions

	CODE TO BE USED	MAJOR & MINOR PROJECT PAYROLL NON-P&H CLERICAL EMPLOYMENT
(1)	1A	Number and grades of positons authorized
(2)	1B	Total number of employees on duty at the end of the month
(3)	1C	Full-time equivalent of all project payroll non-P&H employment during the month

SAMPLE ENTRIES FOR ABOVE

1A	1-GS-4
	1-GS-5
	2 Total
1B	2
1C	1.5

METHOD OF COMPUTING FULL-TIME EQUIVALENT

264 (number of hours in pay status) =

22 (actual paid days in cal. mo.) x 8 (hrs./day)

$\frac{264}{176}$ = 1.5 (full-time equivalent employees)

NOTE: GS-5 had 22 full days in pay status

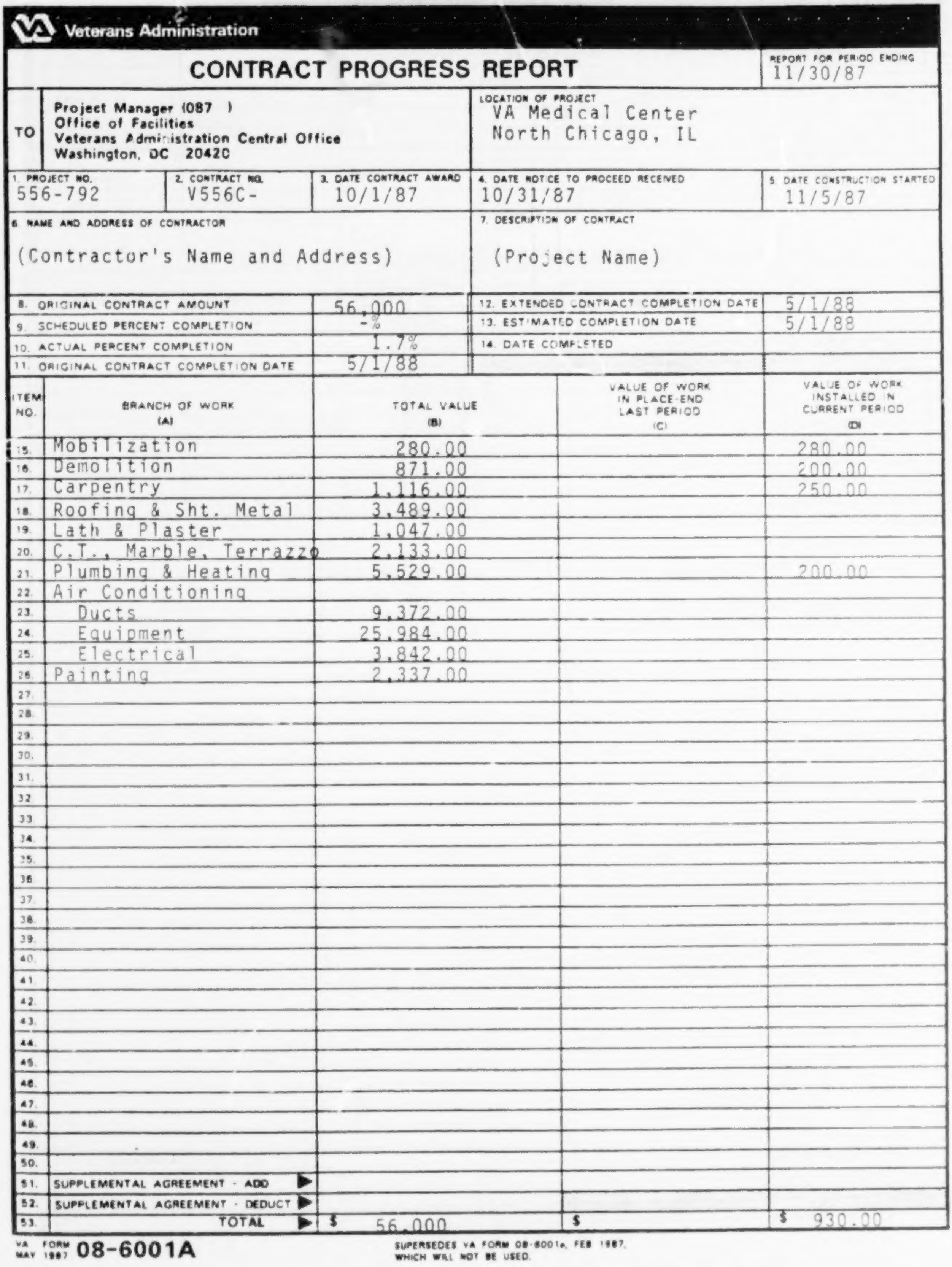
GS-4 had 11 full days in pay status

Please verify reported figures with the Chief, Personnel Service to insure that information shown under code "1B" above on progress report is identical to that which will be included in official reports submitted through personnel channels. (NOTE: Official personnel reports do not always provide a breakdown of employment by project nor do they always adequately separate P&H employment from that of field clerk-stenos.)

(41) ITEM 75 - SIGNATURE OF RESIDENT ENGINEER. The person officially designed as SRE in charge of the work will sign the report.

(42) GENERAL INFORMATION. On progress reports prepared prior to approval of the schedule of costs, no entries will be made for items 15 through 52, column A, B, C, and D. For item 53, enter contract value in column B and total estimated value of work completed in columns C and D without reference to particular branches. When no payment voucher is prepared for a reporting period, item 61 will be left blank. The value that would normally be shown in item 61 will be added to the value of item 59.

Figure 2-18 (Continued). VA Form 6001a "Contract Progress Report" and Instructions



Veterans Administration

CONTRACT PROGRESS REPORT

REPORT FOR PERIOD ENDING: 11/30/87

TO:
Project Manager (087)
Office of Facilities
Veterans Administration Central Office
Washington, DC 20420

LOCATION OF PROJECT:
VA Medical Center
North Chicago, IL

1. PROJECT NO.	2. CONTRACT NO.	3. DATE CONTRACT AWARD	4. DATE NOTICE TO PROCEED RECEIVED	5. DATE CONSTRUCTION STARTED
556-792	V556C-	10/1/87	10/31/87	11/5/87

6. NAME AND ADDRESS OF CONTRACTOR: (Contractor's Name and Address)

7. DESCRIPTION OF CONTRACT: (Project Name)

8. ORIGINAL CONTRACT AMOUNT	56,000	12. EXTENDED CONTRACT COMPLETION DATE	5/1/88
9. SCHEDULED PERCENT COMPLETION	- %	13. ESTIMATED COMPLETION DATE	5/1/88
10. ACTUAL PERCENT COMPLETION	1.7%	14. DATE COMPLETED	
11. ORIGINAL CONTRACT COMPLETION DATE	5/1/88		

ITEM NO.	BRANCH OF WORK (A)	TOTAL VALUE (B)	VALUE OF WORK IN PLACE-END LAST PERIOD (C)	VALUE OF WORK INSTALLED IN CURRENT PERIOD (D)
15.	Mobilization	280.00		280.00
16.	Demolition	871.00		200.00
17.	Carpentry	1,116.00		250.00
18.	Roofing & Sht. Metal	3,489.00		
19.	Lath & Plaster	1,047.00		
20.	C.T., Marble, Terrazzo	2,133.00		
21.	Plumbing & Heating	5,529.00		200.00
22.	Air Conditioning			
23.	Ducts	9,372.00		
24.	Equipment	25,984.00		
25.	Electrical	3,842.00		
26.	Painting	2,337.00		
27.				
28.				
29.				
30.				
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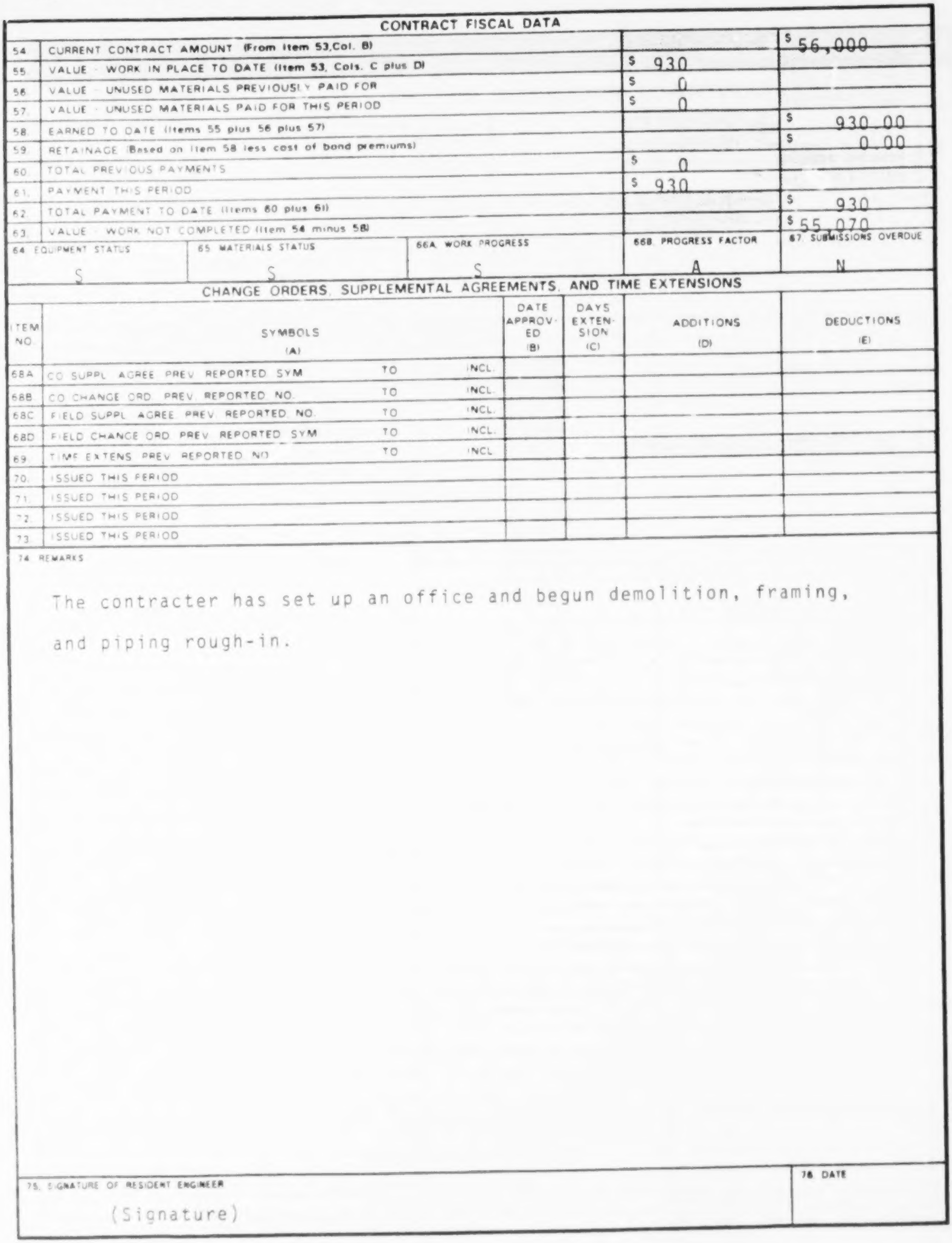
48.				
49.				
50.				
51.	SUPPLEMENTAL AGREEMENT - ADD ▶			
52.	SUPPLEMENTAL AGREEMENT - DEDUCT ▶			
53.	TOTAL ▶	$ 56,000	$	$ 930.00

VA FORM MAY 1987 **08-6001A**

SUPERSEDES VA FORM 08-6001a, FEB 1987, WHICH WILL NOT BE USED.

Figure 2-18a. VA Form 08-6001a "Contract Progress Report"



CONTRACT FISCAL DATA

54.	CURRENT CONTRACT AMOUNT (From Item 53, Col. B)		$ 56,000
55.	VALUE - WORK IN PLACE TO DATE (Item 53, Cols. C plus D)	$ 930	
56.	VALUE - UNUSED MATERIALS PREVIOUSLY PAID FOR	$ 0	
57.	VALUE - UNUSED MATERIALS PAID FOR THIS PERIOD	$ 0	
58.	EARNED TO DATE (Items 55 plus 56 plus 57)		$ 930.00
59.	RETAINAGE (Based on Item 58 less cost of bond premiums)		$ 0.00
60.	TOTAL PREVIOUS PAYMENTS	$ 0	
61.	PAYMENT THIS PERIOD	$ 930	
62.	TOTAL PAYMENT TO DATE (Items 60 plus 61)		$ 930
63.	VALUE - WORK NOT COMPLETED (Item 54 minus 58)		$ 55,070

64. EQUIPMENT STATUS	65. MATERIALS STATUS	66A. WORK PROGRESS	66B. PROGRESS FACTOR	67. SUBMISSIONS OVERDUE
S	S	S	A	N

CHANGE ORDERS, SUPPLEMENTAL AGREEMENTS, AND TIME EXTENSIONS

ITEM NO.	SYMBOLS (A)			DATE APPROVED (B)	DAYS EXTENSION (C)	ADDITIONS (D)	DEDUCTIONS (E)
68A	CO SUPPL. AGREE. PREV. REPORTED SYM	TO	INCL.				
68B	CO CHANGE ORD. PREV. REPORTED NO.	TO	INCL.				
68C	FIELD SUPPL. AGREE. PREV. REPORTED NO.	TO	INCL.				
68D	FIELD CHANGE ORD. PREV. REPORTED SYM	TO	INCL.				
69.	TIME EXTENS. PREV. REPORTED NO.	TO	INCL.				
70.	ISSUED THIS PERIOD						
71.	ISSUED THIS PERIOD						
72.	ISSUED THIS PERIOD						
73.	ISSUED THIS PERIOD						

74. REMARKS

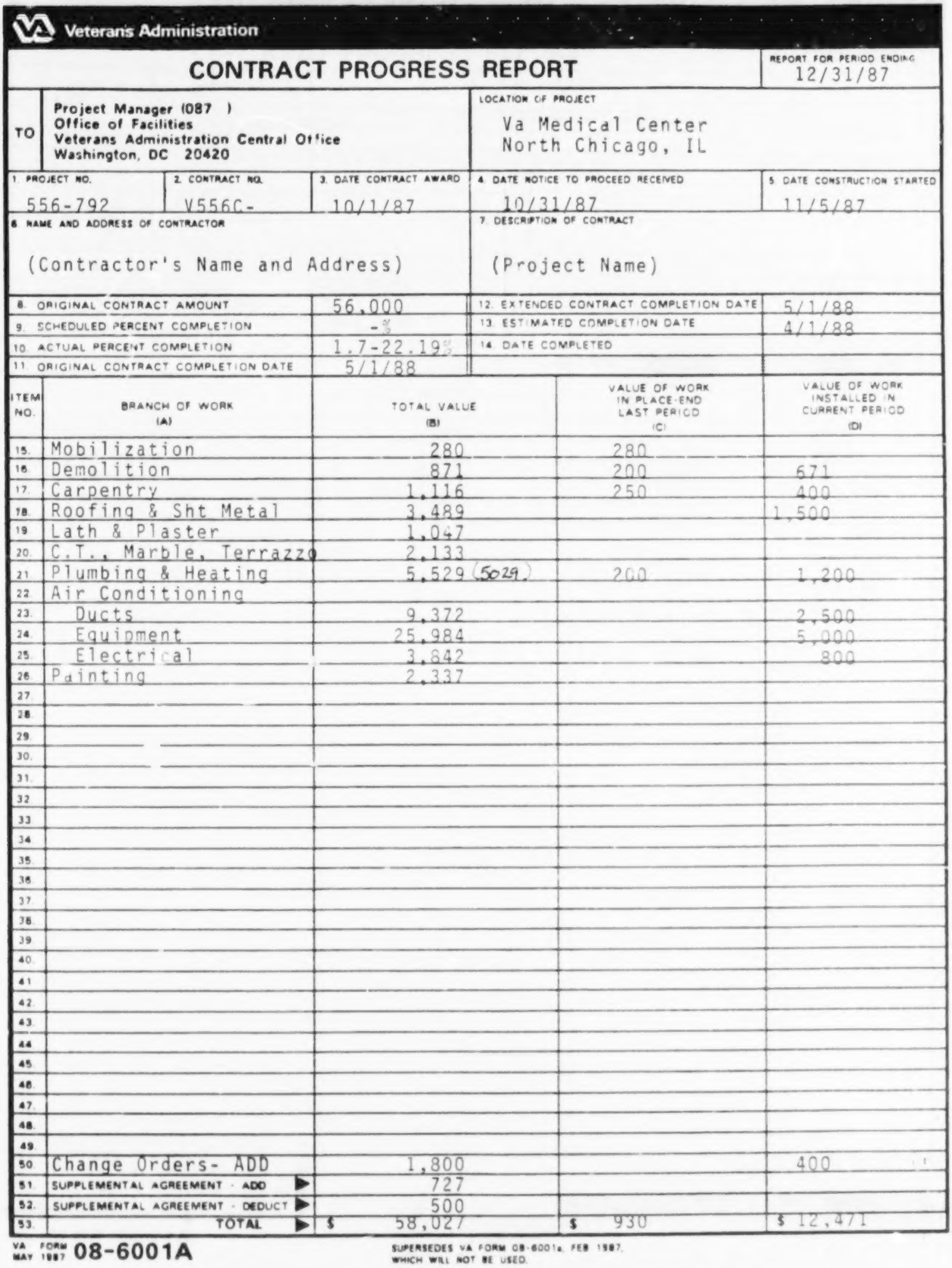
The contracter has set up an office and begun demolition, framing, and piping rough-in.

75. SIGNATURE OF RESIDENT ENGINEER

(Signature)

76. DATE

Figure 2-18a (Continued). VA Form 08-6001a "Contract Progress Report"



Veterans Administration

CONTRACT PROGRESS REPORT

REPORT FOR PERIOD ENDING 12/31/87

TO
Project Manager (087)
Office of Facilities
Veterans Administration Central Office
Washington, DC 20420

LOCATION OF PROJECT
Va Medical Center
North Chicago, IL

1. PROJECT NO.	2. CONTRACT NO.	3. DATE CONTRACT AWARD	4. DATE NOTICE TO PROCEED RECEIVED	5. DATE CONSTRUCTION STARTED
556-792	V556C-	10/1/87	10/31/87	11/5/87

6. NAME AND ADDRESS OF CONTRACTOR: (Contractor's Name and Address)

7. DESCRIPTION OF CONTRACT: (Project Name)

8. ORIGINAL CONTRACT AMOUNT	56,000	12. EXTENDED CONTRACT COMPLETION DATE	5/1/88
9. SCHEDULED PERCENT COMPLETION	-%	13. ESTIMATED COMPLETION DATE	4/1/88
10. ACTUAL PERCENT COMPLETION	1.7-22.19%	14. DATE COMPLETED	
11. ORIGINAL CONTRACT COMPLETION DATE	5/1/88		

ITEM NO.	BRANCH OF WORK (A)	TOTAL VALUE (B)	VALUE OF WORK IN PLACE-END LAST PERIOD (C)	VALUE OF WORK INSTALLED IN CURRENT PERIOD (D)
15.	Mobilization	280	280	
16.	Demolition	871	200	671
17.	Carpentry	1,116	250	400
18.	Roofing & Sht Metal	3,489		1,500
19.	Lath & Plaster	1,047		
20.	C.T., Marble, Terrazzo	2,133		
21.	Plumbing & Heating	5,529 (5029.)	200	1,200
22.	Air Conditioning			
23.	Ducts	9,372		2,500
24.	Equipment	25,984		5,000
25.	Electrical	3,842		800
26.	Painting	2,337		
27.				
28.				
29.				
30.				
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32.				
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44.				
45.				
46.				
47.				
48.				
49.				
50.	Change Orders- ADD	1,800		400
51.	SUPPLEMENTAL AGREEMENT - ADD ▶	727		
52.	SUPPLEMENTAL AGREEMENT - DEDUCT ▶	500		
53.	TOTAL ▶	$ 58,027	$ 930	$ 12,471

VA FORM MAY 1987 **08-6001A**

SUPERSEDES VA FORM 08-6001a, FEB 1987, WHICH WILL NOT BE USED.

Figure 2-18b. VA Form 08-6001a "Contract Progress Report"

CONTRACT FISCAL DATA

54.	CURRENT CONTRACT AMOUNT (From Item 53,Col. B)		$ 58,027
55.	VALUE - WORK IN PLACE TO DATE (Item 53, Cols. C plus D)	$ 13,401	
56.	VALUE - UNUSED MATERIALS PREVIOUSLY PAID FOR	$ 0	
57.	VALUE - UNUSED MATERIALS PAID FOR THIS PERIOD	$ 8,023	
58.	EARNED TO DATE (Items 55 plus 56 plus 57)		$ 21,424
59.	RETAINAGE (Based on Item 58 less cost of bond premiums)		$ 0
60.	TOTAL PREVIOUS PAYMENTS	$ 930	
61.	PAYMENT THIS PERIOD	$ 20,444	
62.	TOTAL PAYMENT TO DATE (Items 60 plus 61)		$ 21,424
63.	VALUE - WORK NOT COMPLETED (Item 54 minus 58)		$ 36,603

64. EQUIPMENT STATUS	65. MATERIALS STATUS	66A. WORK PROGRESS	66B. PROGRESS FACTOR	67. SUBMISSIONS OVERDUE
S	S	S	A	N

CHANGE ORDERS, SUPPLEMENTAL AGREEMENTS, AND TIME EXTENSIONS

ITEM NO	SYMBOLS (A)				DATE APPROV-ED (B)	DAYS EXTEN-SION (C)	ADDITIONS (D)	DEDUCTIONS (E)
68A	CO SUPPL. AGREE. PREV. REPORTED SYM.		TO	INCL.				
68B.	CO CHANGE ORD. PREV. REPORTED NO.		TO	INCL.				
68C	FIELD SUPPL. AGREE. PREV. REPORTED NO.		TO	INCL.				
68D	FIELD CHANGE ORD. PREV. REPORTED SYM.		TO	INCL.				
69	TIME EXTENS. PREV. REPORTED NO.		TO	INCL.				
70.	ISSUED THIS PERIOD	FCO "A"			12/15	0	1,800	
71.	ISSUED THIS PERIOD	FSA "1"			12/19	0	727	
72.	ISSUED THIS PERIOD	FSA "2"			12/20	0		500
73.	ISSUED THIS PERIOD							

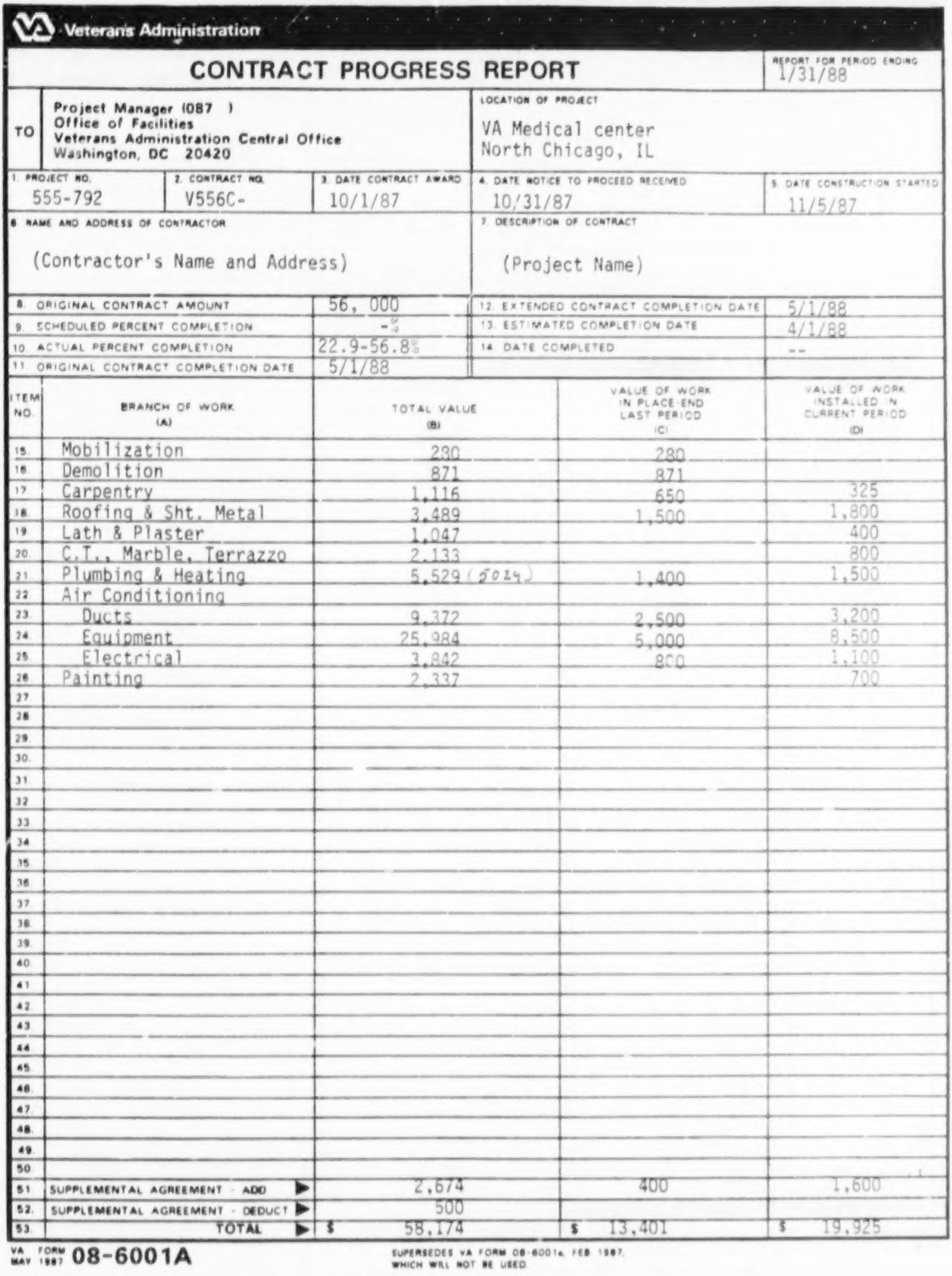
74. REMARKS

MOS	Date	Description	Amount Authorized	Amount Installed	Amount Stored
1	12/31/87	Conduit Wire	975	0	975
		Pumps	5,325	0	5,325
		Mech. Insul.	1,723	0	1,723
		Total			8,023

Demolition has been completed and mechanical work is progressing ahead of schedule.

75. SIGNATURE OF RESIDENT ENGINEER	76. DATE
SIGNATURE	

Figure 2-18b (Continued). VA Form 08-6001a "Contract Progress Report"



Veterans Administration

CONTRACT PROGRESS REPORT

REPORT FOR PERIOD ENDING: 1/31/88

TO:
Project Manager (087)
Office of Facilities
Veterans Administration Central Office
Washington, DC 20420

LOCATION OF PROJECT:
VA Medical center
North Chicago, IL

1. PROJECT NO.	2. CONTRACT NO.	3. DATE CONTRACT AWARD	4. DATE NOTICE TO PROCEED RECEIVED	5. DATE CONSTRUCTION STARTED
555-792	V556C-	10/1/87	10/31/87	11/5/87

6. NAME AND ADDRESS OF CONTRACTOR: (Contractor's Name and Address)

7. DESCRIPTION OF CONTRACT: (Project Name)

8. ORIGINAL CONTRACT AMOUNT	56, 000	12. EXTENDED CONTRACT COMPLETION DATE	5/1/88
9. SCHEDULED PERCENT COMPLETION	-%	13. ESTIMATED COMPLETION DATE	4/1/88
10. ACTUAL PERCENT COMPLETION	22.9-56.8%	14. DATE COMPLETED	--
11. ORIGINAL CONTRACT COMPLETION DATE	5/1/88		

ITEM NO.	BRANCH OF WORK (A)	TOTAL VALUE (B)	VALUE OF WORK IN PLACE-END LAST PERIOD (C)	VALUE OF WORK INSTALLED IN CURRENT PERIOD (D)
15.	Mobilization	280	280	
16.	Demolition	871	871	
17.	Carpentry	1,116	650	325
18.	Roofing & Sht. Metal	3,489	1,500	1,800
19.	Lath & Plaster	1,047		400
20.	C.T., Marble, Terrazzo	2,133		800
21	Plumbing & Heating	5,529 (5024)	1,400	1,500
22	Air Conditioning			
23.	Ducts	9,372	2,500	3,200
24.	Equipment	25,984	5,000	8,500
25.	Electrical	3,842	800	1,100
26.	Painting	2,337		700
27				
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49.				
50.				
51	SUPPLEMENTAL AGREEMENT - ADD ▶	2,674	400	1,600
52.	SUPPLEMENTAL AGREEMENT - DEDUCT ▶	500		
53.	TOTAL ▶	$ 58,174	$ 13,401	$ 19,925

VA FORM MAY 1987 **08-6001A**

SUPERSEDES VA FORM 08-6001a, FEB 1987, WHICH WILL NOT BE USED.

Figure 2-18c. VA Form 08-6001a "Contract Progress Report"

CONTRACT FISCAL DATA

54	CURRENT CONTRACT AMOUNT (From Item 53, Col. B)		$58, 027
55	VALUE - WORK IN PLACE TO DATE (Item 53, Cols. C plus D)	$ 33,326	
56	VALUE - UNUSED MATERIALS PREVIOUSLY PAID FOR	$ 1,798	
57	VALUE - UNUSED MATERIALS PAID FOR THIS PERIOD	$ 8,250	
58	EARNED TO DATE (Items 55 plus 56 plus 57)		$43,374
59	RETAINAGE (Based on Item 58 less cost of bond premiums)		$ 0
60	TOTAL PREVIOUS PAYMENTS	$ 21,424	
61	PAYMENT THIS PERIOD	$ 21,950	
62	TOTAL PAYMENT TO DATE (Items 60 plus 61)		$43,374
63	VALUE - WORK NOT COMPLETED (Item 54 minus 58)		$14,653

64 EQUIPMENT STATUS	65 MATERIALS STATUS	66A WORK PROGRESS	66B PROGRESS FACTOR	67 SUBMISSIONS OVERDUE

CHANGE ORDERS, SUPPLEMENTAL AGREEMENTS, AND TIME EXTENSIONS

ITEM NO.	SYMBOLS (A)	DATE APPROVED (B)	DAYS EXTENSION (C)	ADDITIONS (D)	DEDUCTIONS (E)
68A	CO SUPPL. AGREE. PREV. REPORTED SYM. TO INCL.				
68B	CO CHANGE ORD. PREV. REPORTED NO. TO INCL.				
68C	FIELD SUPPL. AGREE. PREV. REPORTED NO. I TO 2 INCL.		0	727	500
68D	FIELD CHANGE ORD. PREV. REPORTED SYM. A TO A INCL.		0	1,800	
69	TIME EXTENS. PREV. REPORTED NO. TO INCL.				
70	ISSUED THIS PERIOD FSA "3"			1,947	
71	ISSUED THIS PERIOD FCO "A" cx by FSA "2"				1,800
72	ISSUED THIS PERIOD				
73	ISSUED THIS PERIOD				

74 REMARKS

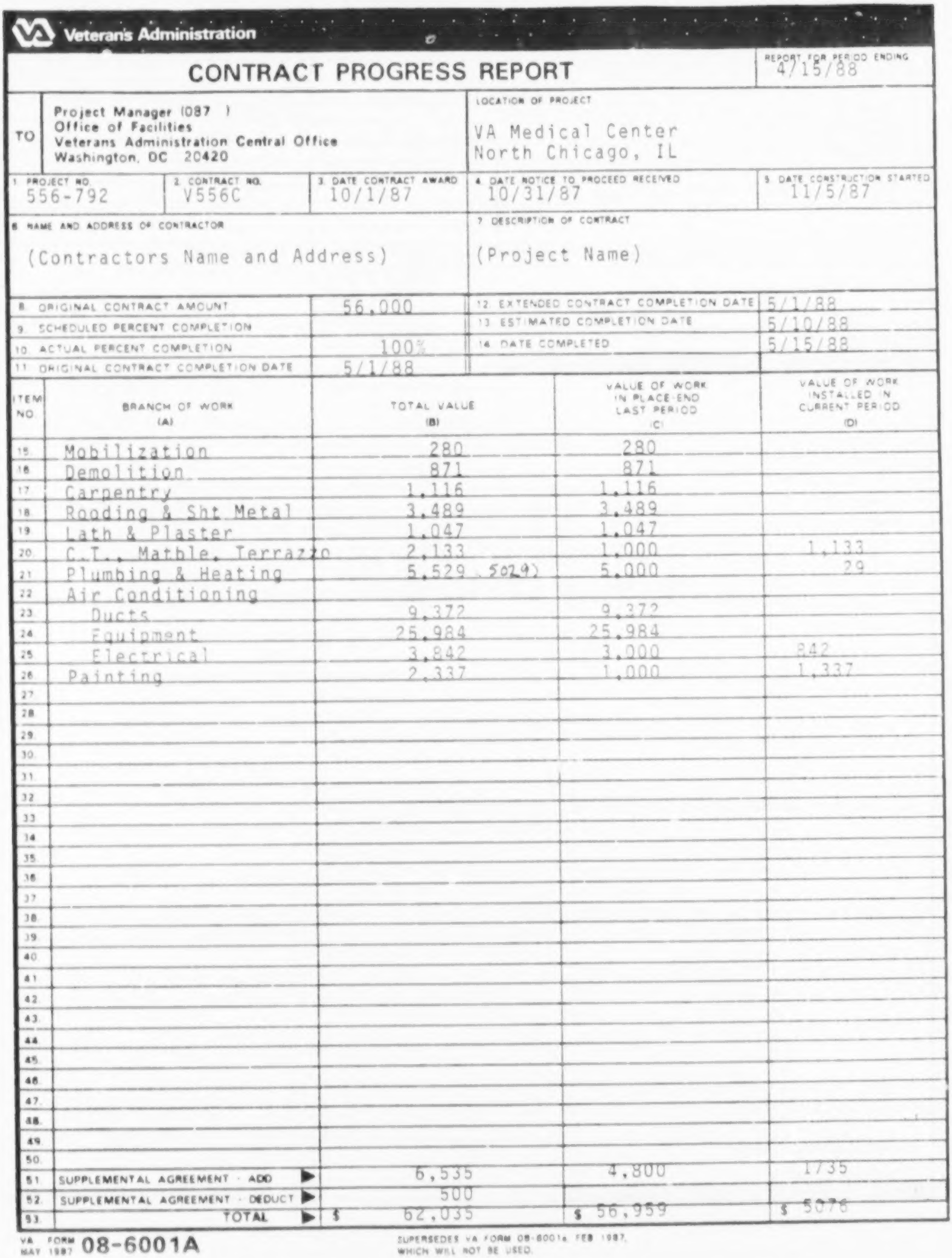
MOS	DATE	DESRCRIPTION	AMOUNT AUTHORIZED	AMOUNT INSTALLED	AMOUNT STORED
1	12/31/87	Conduit & Wire	975	550	475
		Pumps	5,325	5,325	0
		Mech. Insul.	1,723	400	1,323
		Total		6,275	1,798
2	1/31/87	A/C Fans	8,250	0	8,250

Except for a few minor items carpentry and roof work is completed and HVAC rough-in is nearly completed. The main air handler arrived but was not the correct unit. The correct unit was shipped and should arrive about 2/30/88.

75 SIGNATURE OF RESIDENT ENGINEER	76 DATE
SIGNATURE	

Figure 2-18c (Continued). VA Form 08-6001a "Contract Progress Report"

FINAL



Veteran's Administration

CONTRACT PROGRESS REPORT

REPORT FOR PERIOD ENDING 4/15/88

TO
Project Manager (087)
Office of Facilities
Veterans Administration Central Office
Washington, DC 20420

LOCATION OF PROJECT
VA Medical Center
North Chicago, IL

1. PROJECT NO. 556-792	2. CONTRACT NO. V556C	3. DATE CONTRACT AWARD 10/1/87	4. DATE NOTICE TO PROCEED RECEIVED 10/31/87	5. DATE CONSTRUCTION STARTED 11/5/87

6. NAME AND ADDRESS OF CONTRACTOR
(Contractors Name and Address)

7. DESCRIPTION OF CONTRACT
(Project Name)

8. ORIGINAL CONTRACT AMOUNT	56,000	12. EXTENDED CONTRACT COMPLETION DATE	5/1/88
9. SCHEDULED PERCENT COMPLETION		13. ESTIMATED COMPLETION DATE	5/10/88
10. ACTUAL PERCENT COMPLETION	100%	14. DATE COMPLETED	5/15/88
11. ORIGINAL CONTRACT COMPLETION DATE	5/1/88		

ITEM NO.	BRANCH OF WORK (A)	TOTAL VALUE (B)	VALUE OF WORK IN PLACE-END LAST PERIOD (C)	VALUE OF WORK INSTALLED IN CURRENT PERIOD (D)
15.	Mobilization	280	280	
16.	Demolition	871	871	
17.	Carpentry	1,116	1,116	
18.	Rooding & Sht Metal	3,489	3,489	
19.	Lath & Plaster	1,047	1,047	
20.	C.T., Matble, Terrazzo	2,133	1,000	1,133
21.	Plumbing & Heating	5,529 (5029)	5,000	29
22.	Air Conditioning			
23.	Ducts	9,372	9,372	
24.	Equipment	25,984	25,984	
25.	Electrical	3,842	3,000	842
26.	Painting	2,337	1,000	1,337
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50.				
51.	SUPPLEMENTAL AGREEMENT - ADD ▶	6,535	4,800	1735
52.	SUPPLEMENTAL AGREEMENT - DEDUCT ▶	500		
53.	TOTAL ▶	$ 62,035	$ 56,959	$ 5076

VA FORM MAY 1987 **08-6001A**

SUPERSEDES VA FORM 08-6001a, FEB 1987, WHICH WILL NOT BE USED.

Figure 2-18d. VA Form 08-6001a "Contract Progress Report"

CONTRACT FISCAL DATA			
54	CURRENT CONTRACT AMOUNT (From Item 53,Col. B)		$ 62,535
55.	VALUE - WORK IN PLACE TO DATE (Item 53, Cols. C plus D)	$ 62,535	
56	VALUE - UNUSED MATERIALS PREVIOUSLY PAID FOR	$ 0	
57	VALUE - UNUSED MATERIALS PAID FOR THIS PERIOD	$ 0	
58	EARNED TO DATE (Items 55 plus 56 plus 57)		$ 62,535
59	RETAINAGE (Based on item 58 less cost of bond premiums)		$ 3,000
60	TOTAL PREVIOUS PAYMENTS	$ 52,159	
61	PAYMENT THIS PERIOD	$ 7,376	
62	TOTAL PAYMENT TO DATE (Items 60 plus 61)		$ 59,535
63	VALUE - WORK NOT COMPLETED (Item 54 minus 58)		$ 0

64 EQUIPMENT STATUS	65 MATERIALS STATUS	66A WORK PROGRESS	66B PROGRESS FACTOR	67 SUBMISSIONS OVERDUE
S	S	S	A	N

CHANGE ORDERS, SUPPLEMENTAL AGREEMENTS, AND TIME EXTENSIONS

ITEM NO.	SYMBOLS (A)					DATE APPROVED (B)	DAYS EXTENSION (C)	ADDITIONS (D)	DEDUCTIONS (E)
68A	CO SUPPL AGREE PREV REPORTED SYM		TO		INCL				
68B	CO CHANGE ORD PREV REPORTED NO		TO		INCL				
68C	FIELD SUPPL AGREE PREV REPORTED NO	I	TO	5	INCL		9	6,535	500
68D	FIELD CHANGE ORD PREV REPORTED SYM	A	TO	B	INCL		0	2,800	2,800
69	TIME EXTENS PREV REPORTED NO		TO		INCL				
70	ISSUED THIS PERIOD								
71	ISSUED THIS PERIOD								
72	ISSUED THIS PERIOD								
73	ISSUED THIS PERIOD								

74 REMARKS

A final inspection was conducted and the work was accepted and turned over to the facility on April 15, 1988. It is recommended that $3,000 be retained to cover the items of correction and omission.

75. SIGNATURE OF RESIDENT ENGINEER	76. DATE
Signature	

Figure 2-18d (Continued). VA Form 08-6001a "Contract Progress Report"

EXPLANATORY NOTES PERTAINING TO THE PREPARATION OF PROGRESS PAYMENT VOUCHERS

1. Contractor's name as it appears in contract.

2. Contractor's address to which payment check is to be sent.

3. Contract number and date.

4. Brief description of contract work as shown on face of contract.

5. Station where work is performed.

6. Consecutive numbering of payment voucher. (Spell out--using all capitals.) Use the word FINAL in the final progress payment such as TENTH AND FINAL PROGRESS PAYMENT. There may still be retainage outstanding when the final progress payment is made.

7. Date of which period covered by voucher ends (same date as shown on contract progress report in block titled "Report for Period Ending").

8. Original award price as shown on contract.

9. Change orders or supplemental agreements issued during period covered by payment voucher or issued subsequent to preceding payment voucher.

10. Date payment voucher is signed on behalf of the contractor.

11. Contractor's name as it appears in contract.

12. Signature and official title of contractor or his representative.

13. See paragraph 48.c.(4) for language of administrative certification by resident engineer, to be affixed to original and tissue copy after signature of contractor is obtained.

14. Net amount of previously reported change orders and of previously reported supplemental agreements which have not been cancelled.

15. Total of item 53, columns D and C on contract progress report.

16. If no payment for material has been previously made, or if all material previously paid for has been installed, omit.

17. Value of material delivered, since prior payment estimate, and not installed authorized for payment this period.

18. Cumulative total of previous payment actually made.

19. Varying amount as may be authorized by central office to be retained on all partial payments if satisfactory progress is not being maintained. Give date of central office authorization.

Figure 2-19. Progress Payment Voucher and Instructions

20. To be entered on partial payment voucher submitted with final contract progress report.

21. For First Progress Payments:

(Applicable to contracts awarded before April 1, 1989, with no renewals or exercised options since that date.):

Claim made as indicated above.

I will make timely payments from the proceeds of the progress payment now due to my subcontractors and suppliers in accordance with contractual arrangements with them.

(Applicable to contracts awarded, contracts renewed, and options experienced on or after April 1, 1989):

I hereby certify, to the best of my knowledge and belief, that -

(1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;

(2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States Code; and

(3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.

22. For Second and Succeeding Progress Payments:

(Appplicable to contracts awarded before April 1, 19889, with no renewals or exercised options since that date.):

Claim made as indicated above.

I have made payment from proceeds of prior payments, and I will make timely payments from the proceeds of the progress payment now due to my subcontractors and suppliers in accordance with contractual arrangements with them.

(Applicable to contracts awarded, contracts renewed, and options exercised on or after April 1, 1989.):

I hereby certify, to the best of my knowledge and belief, that -

(1) The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;

Figure 2-19 (Continued). Progress Payment Voucher and Instructions

(2) Payments to subcontractors and suppliers have been made from previous payments received under the contracts and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements and the requirements of Chapter 39 of Title 31, United States Code; and

(3) This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract.

Figure 2-19 (Continued). Progress Payment Voucher and Instructions

THE UNITED STATES (DEPARTMENT OF VETERANS AFFAIRS)

TO: (Company Name) ①
(Address) ②
(City, State Zip)

For work performed under Contract No. ______ ③ dated ______ for ④ (Project Name) at VA Medical Center, (City) ⑤, (State) :

⑥ FIRST PROGRESS PAYMENT

Period Ending (Date)		Original contract amount			⑧ $993,833.00
⑦	⑨	SA "1" - (Date)	Add	$443.80	
		SA "2" - (Date)	Ded	60.00	
		Net changes	Add		383.80
		Current contract amount			994,216.80
		Less value of work not completed			830,846.80
		Earned to date			163,370.00
		Payment this period			$163,370.00

Claim made as indicated above.
(Certification) ㉑

⑩ (Date) ⑪ (Company Name)

Per ______ ⑫ ($) ______ Title ______

⑬
NOTE: Affix administrative certification for signature by Senior Resident Engineer after signature of contractor is obtained.

Figure 2-19 (Continued). Progress Payment Voucher and Instructions

THE UNITED STATES (DEPARTMENT OF VETERANS AFFAIRS)

TO: (Company Name)
(Address)
(City, State Zip)

For work performed under Contract No. ________ dated ________ for ___(Project Name)____ at VA Medical Center, ____(City)____, ____(State)____:

THIRD PROGRESS PAYMENT

Period Ending (Date)	Original Contract Amount				$ 993,833.00
⑭	Supplemental Agreements previously reported	Add		$21,480.62	
	Uncancelled Change Orders previously reported	Add		1,000.00	
	SA "4" (Date)	Ded		60.00	
	SA "5" (Date)	Add		801.00	
	(Cancels F.C.O. "A")	Ded		1,000.00	
	SA "6" (Date)	Add		987.49	
	SA "7" (Date)	Add		1,027.25	
	SA "8" (Date)	Add		1,266.80	
	F.C.O. "B" (Date)	Add		119.41	
	F.C.O. "C" (Date)	Add		1,560.90	
	Net changes	Add			27,183.70
	Current contract amount				1,021,016.70
	Less value of work not completed				689,227.84
⑮	Value of work in place to date			319,918.19	
⑯	Value of unused materais Previously paid for			8,149.83	
⑰	Value of unused material paid for this period			4,720.84	
	Earned to date				331,788.86
⑲	**Less amount retained**			29,000.00	
	Less previous payments		⑱	270,289.23	299,289.23
	Payment this period				32,499.63

Claim made as indicated above.
(Certification) ㉒

________ (Date)__________ (Company Name)____________________

Per _________(\$)________ Title ____________________________

NOTE: Affix administrative certification for signature by Senior Resident Engineer after signature of contract is obtained.

Figure 2-19 (Continued). Progress Payment Voucher and Instructions

THE UNITED STATES (DEPARTMENT OF VETERANS AFFAIRS)

TO: (Company Name)
(Address)
(City, State Zip)

For work performed under Contract No. ________ dated ________ for (Project Name) at VA Medical Center, (City), (State):

NINTH PROGRESS PAYMENT

Period Ending (Date)	Original contract price			$ 993,833.00
	Supplemental Agreements previously reported	Add		13,843.47
	Uncancelled Change Orders previously reported	Add		7,000.00
	Current contract amount			1,014,676.47
	Less value of work not completed			78,646.62
	Less amount retained		52,000.00	
	Less previous payments		795,491.57	
	Payment this period			88,538.28

Claim made as indicated above.
(Certification)

(Date) ____________________

Per ____________ ($) ____________

(Company Name) ____________________

Title ____________________

NOTE: Affix administrative certification for signature of Senior Resident Engineer after signature of contractor is obtained.

Figure 2-19 (Continued). Progress Payment Voucher and Instructions

THE UNITED STATES (DEPARTMENT OF VETERANS AFFAIRS)

TO: (Company Name)
(Address)
(City, State Zip)

For work performed under Contract No. ________ dated ________ for ____(Project Name)____ at VA Medical Center, ____(City)____, ____(State)____:

TENTH AND FINAL PROGRESS PAYMENT

Period Ending (Date)	Original contract price			$ 993,833.00
	Supplemental Agreements previously reported	Add		13,843.47
	SA "9" (Date)	Add		5,725.00
	Current contract amount			1,013,401.47
	Less value of work not completed		⑳	0.00
	Earned to date			1,013,401.47
	Less amount retained		52,000.00	
	Less previous payments		884,029.85	
	Payment this period			77,371.62

Claim made as indicated above.
(Certification)

________(Date)________

(Company Name)____________

Per ____________________

Title ____________________

NOTE: Affix administrative certification for signature of Senior Resident Engiener after signature of contractor is obtained.

Figure 2-19 (Continued). Progress Payment Voucher and Instructions

SITE VERIFICATION FORM

This form is to be used for verification of all official site visits.

PROCEDURE:

- -- Senior Resident Engineer or designee, will contact **A/E** regarding visit.
- -- Have this form signed by SRE or his designee regarding verification of site visit.
- -- Submit copies of verified forms when requesting payment for site visits.
- -- Billable Time = 1/2 Day, 3/4 Day, 1 Day

PROJECT:
Outpatient /Clinical Addition
VAMC, Sheridan Wyoming
Contract # V101DC-0007
Project # 666-046

		TIME		
NAME	ORGANIZATION	FROM	TO	BILLABLE TIME

PURPOSE OF VISIT:

SIGNATURE OF VERIFICATION BY AUTHORIZING AGENT

Figure 2-20. A/E Site Visit Verfication

PUNCH LIST INSTRUCTIONS

Preparation, Numbering and Abbreviations

1. The following index refers to the prefixes to be assigned to punch list items of various trades:

Architecture	A	HVAC	H
Boiler	B	Landscaping	L
Electrical	E	Plumbing	P
Elevator	El	Structural	S
Equipment	Eq		

2. Punch list items should be numbered by the final inspection team captain and/or typing secretary.

3. Abbreviations such as those listed below are encouraged. It is important to note that any abbreviations should be listed on a master list which would become a part of the inspection report.

Standard Abbreviations for Final Inspection

Adjust	ADJ	Touch up paint	TUP
Check	CK	Circuit	CKT
Clean	CL	Breaker	BKR
Install	INST	Conduit	CDT
Insulation	INSU	Receptacle	RECEPT
Patch Insulation	PI	Switch	SW

Figure 2-21. Punch List

FINAL INSPECTION

PROJECT TITLE & NUMBER
VA FACILITY, TITLE, CITY, STATE

ARCHITECTURAL

ITEM #	RM/AREA	PUNCH LIST ITEM	COMPLETION DATE/INITIALS
A-1	1A101	Install door hardware	
A-2	1A102	TUP on SW wall	
A-3	1A103	CL and buff VT floor	
A-4	1A103	Caulk around sink	
A--	--	--	
A--	--	--	
A--	--	--	
A--	--	--	
A--	--	--	

NOTE: Architectural list should include Rm. # for each room in project whether items are found or not.

Figure 2-21 (Continued). Punch List

BOILER

ITEM #	RM/AREA	PUNCH LIST ITEM	COMPLETION DATE/INITIALS
B-1	--	--	______________
B-2	--	--	______________

Figure 2-21 (Continued). Punch List

Veterans
Administration

Memorandum

(Date)

Project Manager (087__ or Senior Resident Engineer (08)

Final Inspection of ___(Title of Project)___, Contract No. __________, Project No. ________, VA Medical Center, ___(City)___, ___(State)___
Contracting Officer (symbol)

1. In accordance with your letter of authorization dated ___(Date)___, a Final Inspection was made of ___(Title of Project)___, VA Medical Center, ___(City)___, ___(State)___. The following participated in this inspection:

(Names and Titles)

2. Work was performed by ___(Contractor)___ under Contract No. __________, Project No. ________, as designed by ___(A/E Firm or O/F)___. The present value of the contract is $________.

3. The completed construction was found to be in accordance with contract requirements except for the items of correction and omission as noted on the attachment. The date for substantial completion for this project is established as ___(Date)___.

4. The principal items outstanding on this contract are:

(List major items)

It is recommended that $__, ____.___ be withheld for the items of correction and omission.

5. In this paragraph discuss status of outstanding change orders, Contractor's claims, etc.

6. Custody of this proejct was assumed for the Office of Facilities by ___(Title)___ as of ___(Date)___, and turned over to the Medical Center Director for occupancy, maintenance and security. Copies of the custody and transfer receipts are attached.

7. The warranty begins on ___date___ custody was assumed (if other than this date - explain)___ and extends for one year except as listed below.

ITEM	WARRANTY
Built-up Roofing	Two Years
Etc.	Etc.

8. Workmanship throughout is considered satisfactory.

(Signature)______________
For the Contracting Officer

Attachments

Figure 2-22. Final Inspection Report

VA FORM
[illegible] 1984 2105

VA Medical Center
Boise, Idaho
(Date)

CUSTODY RECEIPT
(Title of Project)

Custody is hereby assumed this date, (Date), by the Department of Veterans Affairs, Office of Facilities, of the (Title of Project) as constructed by the (Contractor) at the VA Medical Center, (City), (State), under Contract No. __________, Project No. ________.

This action will not relieve the Contractor of completing the items of correction and omissions or any other deficiencies which may appear prior to final settlement of the contract, nor will this action relieve the Contractor of any contractual obligations, including the guarantee requirements.

The Contractor, however, will not be held responsible for any damage caused by virtue of the Department of Veterans Affairs occupancy, except where such damage may be due to inferior workmanship or material.

The guaranty period shall be for a period of one (1) year from the date of acceptance as specified in the General Conditions Section of the contract documetns except for the following:

ITEM	SPECIFICATION SECTION	GUARANTY PERIOD
Exterior Masonry Walls	6-3.9	Five (5) Years
Caulking and Sealants	8-3.8	Two (2) Years
Built-Up Roofing	18-3.12	Two (2) Years

FOR DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF FACILITIES

(signature)____________
For the Contracting Officer

____
(Date)

FOR (Company Name)
GENERAL CONTRACTOR

(signature)____________

____
(Date)

Figure 2-23. Custody Receipt

DEPARTMENT OF VETERANS AFFAIRS MEDICAL CENTER
(City, State)

TRANSFER RECEIPT

(Project Name)
Contract No. __________, Project No. ________
(Date)

Acceptance is hereby made by the Department of Veterans Affairs Veterans Health Service and Research Administration this date, from Department of Veterans Affairs Office of Facilities, (Project Name), constructed by (Contractor) at the VA Medical Center, (City), (State), under Contract No. __________, Project No. ________.

Such acceptance is made with the recognition that the contractor will complete items of correction listed on the ___Partial-Final or Final ___ Inspection Report and other deficiencies which may appear prior to the final settlement of the contract.

It is further understood that this acceptance does not relieve the contractor of any contractual obligations, including guarantee requirements.

The guaranty period shall be for a period of one (1) year from the date of acceptance as specified in the General Conditions Section of the contract documents except for the following:

ITEM	SPECIFICATION SECTION	GUARANTY PERIOD
Exterior Masonry Walls	6-3.9	Five (5) Years
Caulking and Sealants	8-3	Two (2) Years
Built-Up Roofing	18-3.12	Two (2) Years

FOR THE VETERANS HEALTH SERVICE
AND RESEARCH ADMINISTRATION

(signature of Facility Director)

____
(Date)

FOR THE OFFICE OF FACILITIES

(signature)
For the Contracting Officer

____
(Date)

* U.S. GOVERNMENT PRINTING OFFICE: 1990--274-808/20769

Figure 2-24. Transfer Receipt

UNITED STATES GOVERNMENT

2-Way Memo

INSTRUCTIONS

Use routing symbols whenever possible

SENDER (*Originator of message*)
Use brief, informal language
Conserve space
Forward original and one copy

RECEIVER (*Replier to message*)
Reply below the message, keep one copy, return one copy

Subject Spare Parts, (Project Name), VA Medical Center, (City), (State), Project ________, Contract __________

To: Chief, Engineering Service (138)

DATE OF MESSAGE (Date)	ROUTING SYMBOL 08
SIGNATURE OF ORIGINATOR (NAME)	
TITLE OF ORIGINATOR (Title)	

FOLD — FOLD

MESSAGE

1. Transmitted herewith are the following items furnished in accordance with the terms of the contract:

Spare parts for the Auth Nurse Call System -

Description	Specification Section
a. one double station	16761 - B. 10. a.
b. one single station	" "
c. seven pillow speakers	" "
d. five emergency pull stations	" "
e. six dummy plugs	16761 - H. 1. f.

2. Please sign below and return the original of this memo, the copy is for your files.

Enclosures

REPLY

RECEIVED

Chief, Engineering Service
Date:

DATE OF REPLY See above.	ROUTING SYMBOL 138
SIGNATURE OF REPLIER See above.	
TITLE OF REPLIER See above.	

From: Senior Resident Engineer (08)

1. RETAINED BY ADDRESSEE

5027-107

OPTIONAL FORM 27 (Rev. 7-81)
GSA FPMR (41 CFR) 101-11.6
NSN 7540-00-362-2447

Figure 2-25. Transfer of Records, Parts, etc. to VAMC

Department of Veterans Affairs
Office of Facilities
Washington DC 20420

Handbook for Resident Engineers
H-08-2
August 20, 1990